

READ THIS FIRST:**Using the Electronic NCP and the NCP Index**

The National Oil and Hazardous Substances Pollution Contingency Plan (NCP) is now available in WordPerfect 5.1. This guidance file, "**READ THIS FIRST**," is designed to help users easily access the NCP, as well as its accompanying Preambles and Index. Also, this file outlines how the NCP files are organized and explains how to move around in the text effectively and to locate specific page references.

Errors:

While an effort has been made to verify the accuracy of the NCP files, the final printed Federal Register copies of the NCP should be relied upon in case of any uncertainty.

Please report errors to Rhea Cohen, Office of Emergency and Remedial Response, Office of Program Management, Policy and Analysis Staff (OS-240), telephone (202)260-2200.

File Structure:

Five files comprise the complete computerized NCP document. Three of these files represent the substantive text of the NCP, while the remaining two comprise the NCP Index, which include a Table of Contents and a Key Terms Index. Although all of the files are protected against editing, they may still be searched for words or phrases using the F2 key, or marked for blocks (F4 key) to be printed (F7 key). To select a file, move the cursor to highlight the name of the file and hit the "enter" key. The five available files are:

!TABLE.CON: This file consists of three Tables of Contents. Section A is the TOC for the NCP proposed rule preamble, Section B is for the NCP final rule preamble, and Section C is for the NCP final rule. These tables provide specific Federal Register page references to the subpart and section discussions that are included in the three sources.

!PROPRE.AM: This file contains the preamble to the proposed NCP published at 53 FR 51394 on December 21, 1988 (Federal Register page numbers 51394 through 51474).

!PREAMBL.E: This file contains the preamble to the NCP final rule published at 55 FR 8666 on March 8, 1990 (Federal Register page numbers 8666 through 8812).

!FINALRUL.E: This file delineates the NCP final rule, also published at 55 FR 8666 on March 8, 1990 (Federal Register page numbers 8813 through 8865).

!NCPINDEX: This file holds the NCP Key Terms Index. The index was developed with experience and knowledge gained over the past several years through the NCP

revision project, and seeks to be as comprehensive as possible. The primary references included are to the NCP final rule and the preamble to the final rule, as well as selected references to the preamble to the proposed NCP. These latter references are more general and highlight only certain sections of the preamble to the proposed rule and are not intended to be as comprehensive as those for the final rule and preamble. The references contained in the Key Terms Index appear in three different ways, in the following order, depending on the source referenced:

- (1) References to the preamble of the final NCP appear in regular, non-bold type. For example, pages 8769-8770 always appear in regular type.
- (2) References to the final NCP appear in **bold type**. For example, pages **8830-8831** always appear in **bold**.
- (3) References to the preamble of the proposed NCP appear with full Federal Register references. For example, 53 FR 51469 refers to the preamble to the proposed NCP.

The Index makes extensive use of the subheadings where appropriate in order to provide as precise and detailed references as possible. It also makes free use of cross-references, which permit the user to search for a reference under several relevant main entries. In all cases, subheadings appear in *italics* to assist the reader when searching for a cross-referenced term. If the cross-reference includes *italics*, it refers to a subheading under another main entry.

Page Reference Search:

To search for a specific page reference in any of the sections of the NCP, execute the following steps: retrieve the file which corresponds to the section in which you are interested, hit the search key (F2), enter the four- or five-digit Federal Register page number, and hit the search key again. Note: In order to conduct a search of the entire document, you must initiate the sequence of commands from the beginning of the file. Following execution of the search, you will automatically be shifted to the WordPerfect text which corresponds to the top of that Federal Register page.

Abbreviations 8671, 8814-8815	8718, 8726, 8729, 8751, 8753, 8808-8809, 8814-8818, 8827, 8848, 8861-8865
Acceptable exposure levels (see "Exposure -- Levels")	Administrative orders 8669, 8687, 8774, 8799, 8803, 8828, 8840, 8847, 8858, 8860
Acceptable risk range (see "Risk range -- Acceptable risk range")	-Entry and access (see "Entry and access -- Administrative orders for access")
Access (see also "Entry and access") 8667, 8676, 8681, 8683-8684, 8687-8688, 8692, 8703, 8730, 8818, 8830-8831, 8837, 8840, 8843, 8858	Administrative record (see also "Information repository" and "Public participation requirements -- Information repository") 8668-8669, 8682, 8688, 8694, 8730, 8798-8808, 8851-8852, 8854, 8856, 8858, 8861 , 53 <u>FR</u> 51459, 53 <u>FR</u> 51463
Access restrictions (see "Access" and "Entry and access")	-Adding to administrative record after ROD is signed 8772, 8800, 8807-8808, 8851-8852, 8859-8861
ACL(s) (see "Ground water -- Cleanup levels -- Alternate concentration limits")	-Applicability of Subpart I requirements 8802-8803, 8859 , 53 <u>FR</u> 51465
Acquisition of real property by state (see "State -- Assurances -- Acquisition of real property")	-Availability of 8690, 8730, 8767-8768, 8800-8801, 8805-8806, 8814, 8844, 8851- 8852, 8859-8861
Action-specific ARARs (see "Applicable or relevant and appropriate requirements -- Types of ARARs")	-Close of 8770, 8861
Actions under CERCLA section 107(a) 8668, 8786, 8788, 8792-8795	-Contents of 8682, 8694, 8730, 8732, 8762, 8766-8770, 8773, 8800-8803, 8805- 8807, 8851, 8852, 8859-8861
Activation/activate 8668, 8672-8674, 8814, 8820, 8826-8827, 8830, 8839	Confidential documents 8803-8804, 8860 , 53 <u>FR</u> 51466, 53 <u>FR</u> 51468
-Definition of 8814	Documents not included 8732, 8800, 8804, 8860
Activities by other persons (see also "Private party cleanups," "Person(s)," and "Consistent with the NCP") 8858 , 53 <u>FR</u> 51461	Draft documents 8767-8768, 8800-8801, 53 <u>FR</u> 51467
Addition of products to NCP Product Schedule (see "NCP Product Schedule")	Privileged documents 8804, 8860 , 53 <u>FR</u> 51467
Additive risk or additivity (see also "Risk range" and "Multiple contaminants or pathways") 8701, 8712-8713, 8716,	

Administrative record	Applicable or relevant and appropriate requirements
-Establishment of 8668, 8704, 8707, 8769, 8799-8800, 8806, 8844, 8854, 8856, 8859 , 53 <u>FR</u> 51464-51465	
-Federal facilities 8802, 8859, 8864	
-Interim record requirements 8704-8705, 8732	
-Judicial review of administrative record (see also "Judicial review") 8668, 8803, 8807, 53 <u>FR</u> 51463	
-Late comments 8807-8808	
-Location of 8803-8804, 8806, 8859-8860 , 53 <u>FR</u> 51465	
-Microform 8803-8804, 8860 , 53 <u>FR</u> 51465	
-Public participation requirements 8668, 8724, 8757, 8773, 8795, 8798-8803, 8805-8807, 8844, 8851, 8852, 8858-8861 , 53 <u>FR</u> 51463	
-Records coordinator 8805-8806	
-Remedial action 8669, 8694, 8731-8732, 8800, 8804-8806, 8813, 8851-8852, 8859-8861 , 53 <u>FR</u> 51466, 53 <u>FR</u> 51468	
-Removal action 8694, 8801, 8803, 8805-8807, 8844, 8859-8860 , 53 <u>FR</u> 51469	
Emergency 8694, 8801, 8803, 8806-8807, 8839-8840, 8844 , 53 <u>FR</u> 51466	
Non-time-critical 8669, 8805-8807, 8860-8861	
Time-critical 8694, 8806-8807, 8860-8861	
-Requirements after decision document is signed 8707, 8731-8732, 8807-8808, 8851-8852, 8856, 8860-8861 , 53 <u>FR</u> 51516	
-Start of 8707-8708, 8854, 8856, 8859	
-State-lead site 8669, 8730, 8802, 8854, 8856, 8859 , 53 <u>FR</u> 51464-51465	
Administrative requirements (see also "Applicable or relevant and appropriate requirements -- Substantive versus administrative requirements") 8670, 8689, 8756-8757, 8775, 8856	
Agency for Toxic Substances and Disease Registry (ATSDR) 8667-8668, 8678, 8681, 8709, 8765, 8814, 8832, 8834, 8840, 8842, 8845, 8860 , 53 <u>FR</u> 51402	
-ATSDR health assessments 8667, 8681, 8709, 8723, 8726, 8800, 8832, 8834, 8840, 8860	
Alternatives, remedial (see "Feasibility study -- Alternatives (remedial)")	
Alternate concentration limits (ACLS) (see "Ground water -- Cleanup levels -- Alternate concentration limits")	
Alternate selection of remedy approaches 53 <u>FR</u> 51430-51432	
Alternative treatment technologies (see "Remedies (types of) -- Treatment (or treatment technology) -- Alternative")	

Applicable or relevant and appropriate requirements (cont.)

Applicable or relevant and appropriate requirements (cont.)

Alternative (or alternate) water supplies
8695, 8733, 8812, **8814-8815, 8818, 8843, 8865**

Annual consultations (see "State -- Annual consultations with EPA")

AOC (see "RCRA ARARs -- Area of contamination")

Applicable or relevant and appropriate requirements (ARARs) 8667, 8669-8670, 8679, 8687, 8694-8696, 8700-8701, 8703-8704, 8706-8709, 8711-8713, 8715-8720, 8723-8733, 8741-8758, 8760, 8763-8765, 8772, 8775-8777, 8781-8786, 8793, 8795-8797, 8801, 8811-8812, **8814, 8841, 8843, 8847-8858, 8860**, 53 FR 51438

-Applicable requirements 8667-8671, 8675, 8679-8681, 8683, 8687, 8694, 8696, 8707, 8709, 8711, 8714-8715, 8720, 8725-8727, 8731, 8733, 8742, 8756, 8793, 8796-8798, **8814, 8841, 8858**, 53 FR 51435

Definition of **8814**, 53 FR 51398

-Categories of 8711, 8741

-Compliance with (see "CERCLA section 121 requirements for selection of remedy -- Compliance with applicable or relevant and appropriate requirements")

-Definitions of **8814, 8817**, 53 FR 51435

-Difference between "applicable" and "relevant and appropriate" 53 FR 51436

-Disputes over ARARs (see "Disputes -- ARARs")

-Examples of potential ARARs and TBCs (see also "To-be-considered")
8680, 8765-8766, 8811

-Federal water quality criteria (FWQC)
(see also "Water quality criteria")
8695, 8715, 8741, 8754-8755, 8764,
8848, 53 FR 51442

Applicable or relevant and appropriate requirements (cont.)

Biological additive

- "Freezing" ARARS at signing of ROD (see entry below under this heading, "Newly promulgated or modified requirements")

- History of 53 FR 51435

- Identification of 8687, 8695, 8707, 8709, 8711-8712, 8726, 8744-8747, 8763, 8777, 8796-8797, **8841, 8847-8849, 8858**, 53 FR 51438

Methods to identify ARARS 53 FR 51438

- Indian tribe (or tribal) laws as ARARS 8741-8742, 8745, 8747

- Investigation-derived waste (see "Wastes -- Investigation-derived waste")

- Maximum contaminant levels (MCLs) and Maximum contaminant level goals (MCLGs) 8669-8670, 8712-8713, 8715-8718, 8727, 8732, 8737, 8741, 8743, 8745, 8747-8748, 8750-8756, 8764, 8812, **8845, 8848**, 53 FR 51441

- Newly promulgated or modified requirements 8747, 8757-8758, 8772, **8850**

- Points of compliance (see "Points of compliance")

- RCRA ARARS (see "RCRA ARARS")

- Relevant and appropriate requirements 8669, 8671, 8674, 8679, 8687, 8695, 8711, 8720, 8727, 8731-8733, 8741-8744, 8751-8753, 8755, 8763-8764, 8793, 8796-8797, 8811, **8817, 8850-8853, 8856, 8860**, 53 FR 51436

Definition of **8817**, 53 FR 51398

- Remedial actions, compliance with ARARS during 8701, 8712, 8720, 8726, 8741, 8745, 8748-8749, 8754, 8756, **8852**, 53 FR 51441

- Removal actions (see "Removal action(s) -- Applicable or relevant and appropriate requirements")

- State ARARS 8667, 8691, 8695, 8706, 8713-8714, 8720, 8724, 8726, 8732, 8741, 8745-8746, 8749, 8755-8756, 8764-8765, 8781, 8783-8784, 8786, 8811, **8841, 8847, 8855, 8857**, 53 FR 51437-51438, 53 FR 51457

Challenge to ARARS determination (see "Disputes -- ARARS")

Definition of **8847**

Identified in timely manner 8741-8742, 8744, 8746-8747, **8841, 8847-8850, 8854-8855**, 53 FR 51437

Inconsistent application of state requirements waiver (see entry below under this heading, "Waivers -- Inconsistent application of state requirements")

Nondegradation laws 8746

Promulgated (i.e., legally enforceable and of general applicability) 8746, **8841**

- Substantive versus administrative requirements 8669-8670, 8691, 8741, 8755-8757, 8801, **8814, 8817, 8840, 8850, 8855, 8858**, 53 FR 51443

- To-be-considereds (TBCs) (see "To-be-considereds")

- Types of ARARS 8727, 8741, 53 FR 51437

- Waivers 8695, 8719-8720, 8726, 8731, 8741-8742, 8744, 8747-8748, 8750-8753, 8758, 8760, 8782, 8784-8785, 8793, 8795-8797, 8799, **8841, 8843, 8849-8852, 8855-8856, 8858-8860**, 53 FR 51438

Equivalent standard of performance 8670,
8747-8748, 8798, **8850**, 53 FR
51439

Attenuation, natural (see "Ground water -- Restoration -- Natural attenuation")

Fund-balancing 8750, 8794, **8850**, 53 FR
51440

ATSDR (see "Agency for Toxic Substances and Disease Registry")

Greater risk to human health and the environment 8670, 8703, 8724-8725, 8748, **8850**, 53 FR 51439

ATSDR health assessments (see "Agency for Toxic Substances Disease Registry -- ATSDR health assessments")

Inconsistent application of state requirements 8670, 8706, 8709-8710, 8747, 8749, 8780, 8784-8785, **8850**, 53 FR 51438, 53 FR 51440

Authority for and applicability of the NCP 8666, **8813**

Interim measures (see also "Remedies -- Interim" and "Operation and maintenance -- Temporary or interim measures") 8703-8706, 8725, 8738, 8747-8748, **8850**, 53 FR 51438

Authorization of use (of dispersants and other chemicals) 8808-8810, **8861**, 53 FR 51471

Removal actions 8695, 8747, **8843**, **8849-8850**, **8852**, **8855**

Authorized official 8789

Technical impracticability 8670, 8703, 8748, 8752, **8850**, 53 FR 51439

Balancing criteria (see "Feasibility study -- Nine criteria (functional categories) -- Primary balancing criteria")

-When and where to attain ARARS 8695, 8720, 8726, 8748, 8753, 8796, 53 FR 51440

Baseline risk assessment (see "Remedial investigation -- Risk assessment -- Baseline risk assessment")

Amendment to ROD (see "Record of decision -- Amendment to")

BDAT (see "RCRA ARARs -- Land disposal restrictions -- Best demonstrated available technology requirements")

ARARs (see "Applicable or relevant and appropriate requirements")

Best demonstrated available technology (BDAT) (see "RCRA ARARs -- Land disposal restrictions -- Best demonstrated available technology requirements")

Area of contamination (AOC) (see "RCRA ARARs -- Area of contamination")

Best professional judgement (BPJ) 53 FR 51437

Assessment Plan 8789

Bias for action (see "Remedial investigation/feasibility study -- Program management principles -- Bias for action")

Assistance agreement(s) 8775, **8817**, **8859**, 53 FR 51463

Biological additive(s) 8808-8809, **8814**, **8816**, **8827**, **8861-8864**

Assurances (see "State -- Assurances")

-Definition of **8814**

Bioremediation (see "Remedies -- Treatment -- Bioremediation")

BPJ (see "Best professional judgement")

Burning agent(s) 8669, 8808-8809, **8815-8816, 8827, 8863-8864**

-Definition of 8671, **8815**

CA (see "State -- Cooperative agreement")

Cancer potency factors (CPFs) 8712-8713, 8715, 8745

Carcinogen(s) (see also "Noncarcinogens") 8711-8718, 8729, 8748, 8750-8752, 8755, 8765, **8848**

CERCLA

-Definition of **8815**

-CERCLA section 106(b) (see also "Documentation and cost recovery -- Hazardous substance response -- Recovery under CERCLA section 106(b)") **8858-8859**, 53 FR 51461-51462

-CERCLA section 107(a) (see also "Actions under CERCLA section 107(a)") 8792-8798, **8858-8859**, 53 FR 51460

-CERCLA section 111(a) (see also "Claims(s)") **8858-8859**, 53 FR 51461

-CERCLA section 123 (see also "Reimbursement -- Local governments") **8858-8859**, 53 FR 51461-51462

-Information system (see "CERCLIS")

CERCLA section 121 requirements for selection of remedy 8700-8702, 8719-8721, 8724-8732, 8752, **8850-8852**

-Compliance with applicable or relevant and appropriate requirements (see also "Applicable or relevant and appropriate requirements") 8680, 8687, 8699-8701, 8719-8720, 8724-8732, 8783-8784, 8791, 8795, **8850, 8852**, 53 FR 51438

-Cost-effectiveness 8668, 8700, 8716, 8719, 8722, 8724-8732, 8738, 8752-8753, 8758-8759, 8772, 8778, 8793-8795, 8801, **8850, 8852**

-Permanent solutions and treatment to the maximum extent practicable 8668, 8700, 8706, 8716, 8719-8720, 8724-8732, 8752, 8778, 8793, 8795, **8850-8852**

-Protection of human health and the environment (see also "Protection of human health and the environment") 8700-8702, 8709, 8712-8713, 8716, 8719-8720, 8724-8732, 8737-8738, 8741, 8745, 8752, 8778, 8793, **8850-8852**

-Reduction of toxicity, mobility, or volume as a principal element 8668, 8701, 8720-8721, 8724-8732, **8851-8852**

CERCLA information system (see "CERCLIS")

CERCLA-quality cleanup (see "Consistent with the NCP -- CERCLA-quality cleanup")

CERCLIS (CERCLA information system) 8668-8669, 8671, 8692-8693, 8805, 8811, **8814-8815, 8844**

-Definition of **8815**, 53 FR 51399

-Listing sites in CERCLIS 8669, 8693

-No Further Response Action Planned (NFRAP) 8692-8693, **8815, 8846**

Chemical agent(s) 8809-8810, **8815, 8819, 8827, 8861, 8863**

-Definition of **8815**

<u>Claim(s)</u>	<u>Consistency exemption</u>
Chemical-specific ARARs (see "Applicable or relevant and appropriate requirements -- <i>Types of ARARs</i> ")	
Citizen petition(s) (see "Preliminary assessment -- <i>Citizen petitions</i> ")	
Citizen suits 8668, 8684	
Claim(s) (see also "CERCLA -- <i>CERCLA section 111(a)</i> ") 8783, 8791, 8796, 8798-8799, 8815	
-Against the Fund 8789, 8799, 8858	Coastal water(s) 8818
-Definition of 8815	-Definition of 8815
-Preauthorization or prior approval 8797, 8809, 8858-8859 , 53 <u>FR</u> 51462	Coastal zone(s) 8672, 8674, 8816, 8828, 8830, 8833, 8836
-Natural resource damages (see also "Natural resource(s) -- <i>Claims (limits on Fund use)</i> ") 8707-8708, 8789, 8791, 8858-8859	-Definition of 8815
Clean closure (see "RCRA ARARs -- <i>Closure -- Clean closure</i> ")	Coast Guard (see "United States Coast Guard")
Cleanup goals, levels, and standards (see also "Applicable or Relevant and Appropriate Requirements -- <i>Maximum contaminant levels and Maximum contaminant level goals</i> ," "Remedial investigation/feasibility studies -- <i>Remediation goals</i> ," and "Ground water -- <i>Cleanup levels</i> ") 8667, 8669-8670, 8677, 8679-8681, 8684, 8687-8692, 8695-8707, 8709, 8714-8717, 8724, 8726-8727, 8729, 8732-8735, 8737, 8740-8742, 8744-8746, 8749-8754, 8756-8760, 8765, 8767-8771, 8773-8776, 8778-8780, 8782-8786, 8791-8796, 8798-8799, 8804, 8809-8812, 8814, 8816-8818, 8828, 8830, 8834-8835, 8838, 8846, 8848-8849, 8852-8853, 8858	Comment period (see "Public participation requirements -- <i>Public comment period</i> ")
Close Out Report(s) 8698-8700	Community acceptance (see "Feasibility study -- <i>Nine criteria -- Community acceptance</i> ")
Closure (see "RCRA ARARs -- <i>Closure</i> ")	Community interviews (see "Public participation requirements -- <i>Community interview(s)</i> ")
	Community relations (see "Public participation requirements -- <i>Community relations</i> ")
	Community relations coordinator (CRC) (see "Public participation requirements -- <i>Community Relations Coordinator</i> ")
	Community relations plan (CRP) (see "Public participation requirements -- <i>Community relations plan</i> ")
	Comparative analysis (see "Feasibility study -- <i>Alternatives (remedial)</i> --

<u>Consistent with the NCP</u>	<u>Cost</u>
<i>Detailed analysis of -- Comparative analysis")</i>	
Compliance with ARARs (see "CERCLA section 121 requirements for selection of remedy -- <i>Compliance with applicable or relevant and appropriate requirements</i> ")	
Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended by the Superfund Amendments and Reauthorization Act of 1986 (see "CERCLA")	
Computation of time 8819	
Conceptual site model (see "Remedial investigation/feasibility study -- <i>Conceptual site model</i> ")	
Concurrence (see also "State -- Concurrence") 8669, 8699, 8703, 8739, 8773, 8776-8777, 8779, 8781-8783, 8785-8789, 8801, 8808-8810, 8819, 8845, 8855-8857, 8861-8862 , 53 <u>FR</u> 51457-51458	
Conflict of interest (see "Remedial design/remedial action -- <i>Conflict of interest</i> ")	
Consent decree (see "Potentially responsible party(ies) -- Settlements -- <i>Consent decree(s)</i> ")	
Consistency exemption (see "Removal action(s) -- <i>Exemptions from statutory limits -- Consistency exemption</i> ")	
Consistent with the NCP (see also "Private party cleanups" and "Nongovernmental participation") 8798 -CERCLA-quality cleanup 8793-8797, 8858	-Substantial compliance 8792-8795, 8797, 8858
-Not inconsistent with the NCP 8699, 8794, 8797, 8799, 8858 , 53 <u>FR</u> 51462	Construction Completion category of the NPL (see "National Priorities List -- Construction completion category")
-Role of courts in determining 8792, 8794	Consult/consultation 8666, 8669, 8677, 8691, 8697, 8724, 8745, 8756-8757, 8773,

<u>Cost (cont.)</u>	<u>Delegation</u>
8777, 8779-8780, 8785, 8790-8791, 8797, 8809-8810, 8854-8858	-Federal 8669, 8674, 8684-8685, 8687, 8836
-Annual (see "State -- Annual consultations with EPA")	-Local (LCP) 8674, 8678, 8683-8687, 8826, 8836-8837
-Interagency 8666, 8669, 8790, 8793, 8809	-National (NCP) (see "National Contingency Plan(s)," "1985 NCP," "Purpose and objectives of the NCP," "Scope of the NCP," and "NCP product schedule")
-Lead/support agency 8677, 8707-8708, 8724, 8730, 8776, 8780, 8783-8784, 8796, 8809-8810	-OSC 8673, 8684-8685, 8687, 8814, 8826- 8828, 8830, 8832, 8835-8838, 8862, 53 FR 51403
-Potentially responsible party/EPA (see also "Potentially responsible party(ies)" and "Enforcement") 8707, 8858	-Regional 8677-8678, 8682, 8684-8687, 8788, 8814-8816, 8818, 8826-8827, 8830-8832, 8835-8838, 8862
Containment (see "Remedies (types of) -- Containment")	-State 8683-8685, 8698
Containment, countermeasures, cleanup, and disposal (see "Discharge of oil -- Containment, countermeasures, cleanup, and disposal")	Contracting (see also "Remedial design/remedial action -- Recontracting" and "Remedial design/remedial action -- Conflict of interest") 8704-8705, 8735- 8736, 8779, 8784-8785
Contaminant (see "Pollutant or contaminant (definition of)")	Contribute to the efficient performance (see "Removal action(s) -- Contribute to the efficient performance of the remedial action")
Contaminants, multiple (see "Multiple contaminants or pathways")	Cooperative agreement(s) (see "State -- Cooperative agreement")
Contaminated soil and debris (see "RCRA ARARs -- Land disposal restrictions -- Presumption that BDAT is not appropriate for contaminated soil and debris")	Core Grant Program 8698
Contaminants of concern 8701, 8709, 8713, 8721	Cost (see also "CERCLA section 121 requirements for selection of remedy -- Cost-effectiveness," "Feasibility study -- Nine criteria (to evaluate alternatives) -- Cost," and "Documentation and cost recovery") 8668- 8669, 8677, 8681-8682, 8687-8688, 8691, 8694-8697, 8700-8702, 8704-8707, 8712, 8714-8716, 8718-8719, 8721-8733, 8736- 8738, 8740, 8743, 8745, 8747-8748, 8750- 8751, 8772-8774, 8777-8780, 8782-8786,
Contiguous zone 8689, 8787, 8814-8815, 8829, 8857, 8861	
-Definition of 8815	
Contingency plan(s) (see also "Preparedness planning") 8669, 8671, 8673-8674, 8677, 8679, 8683-8685, 8687, 8698, 8754, 8771, 8813-8815, 8818, 8826- 8828, 8830-8832, 8834-8839, 8847, 8857, 8862, 8864	

<u>Cost (cont.)</u>	<u>Delegation</u>
8788, 8790, 8792-8799, 8801, 8803, 8805-8806, 8811-8812, 8818, 8828-8829, 8831-8832, 8835, 8838-8839, 8841, 8843-8847, 8849-8854, 8856-8860	
-Capital costs 8727, 8772, 8812, 8850	CRP (see "Public participation requirements -- <i>Community Relations Plan</i> ")
-Cost-effectiveness, role in determination of 8726-8729	Credit (see "State -- <i>Credit (against cost share)</i> ")
-Cost-share (see "State -- Assurances -- Cost-share")	Cumulative Risk (see "Additive risk or additivity")
-Discount rate 8722	Data quality objectives (DQOs) (see "Remedial investigation/feasibility study -- Data quality objectives")
-Net present value 8722, 8850	Data requirements 8808-8810
-O&M cost (see also "Operation and maintenance") 8722, 8740, 8850	Decision document (see also "Record of decision" and "Documenting the decision") 8670, 8705, 8731-8732, 8757, 8766, 8769, 8773, 8802-8803, 8806-8808
-Practicability, role in determination of 8695-8696, 8706, 8729-8730, 8748, 8751, 8818	Deferral policies 8667, 8796-8797, 53 <u>FR</u> 51415
Cost-effective(ness) (see "CERCLA section 121 requirements for selection of remedy" and "Feasibility study -- Nine criteria (functional categories) -- Cost")	-Applicability to final sites 53 <u>FR</u> 51421
Cost recovery (see "Documentation and cost recovery -- Recovery under CERCLA section 106(b)" and "Consistent with the NCP")	-Current policies 53 <u>FR</u> 51416
Cost share (see "State -- Assurances -- Cost share")	-Definition of 53 <u>FR</u> 51415
Countermeasures (see "Discharge of oil -- Containment, countermeasures, cleanup, and disposal")	-Enforcement orders 53 <u>FR</u> 51419
Covenant not to sue (see "Potentially responsible party(ies) -- Settlements -- Covenant not to sue")	-Other federal authorities 53 <u>FR</u> 51417
CPF(s) (see "Cancer potency factors")	-Oversight 53 <u>FR</u> 51417
CRC (see "Public participation requirements -- <i>Community Relations Coordinator</i> ")	-Purpose of the NPL 53 <u>FR</u> 51415
	-Response to comments 8667
	-State authorities 53 <u>FR</u> 51418
	Definitions 8671, 8814-8819

-*Deletion of definitions* 53 FR 51400

(Note: Terms defined in the NCP are included as separate entries in this "Index of Key Terms.")

Delegation

-*Of duties of President to federal agencies* 8667-8668, 8674, 8676-8677, 8686, 8688, 8726-8727, **8814, 8819**

-*Of remedy selection authority to states* **8855**

De minimis parties or settlement (see "Potentially responsible party(ies) -- Settlements -- De minimis parties")

De minimis risk 8716-8718

Dense non-aqueous phase liquids (DNAPLs) 8735

Department of Agriculture (USDA) **8814, 8833, 8857**

Department of Commerce (DOC) (see also "National Oceanic and Atmospheric Association") 8683, 8786-8788, 8790, **8814, 8834, 8839, 8857**, 53 FR 51460

Department of Defense (DOD) 8674-8677, 8683, 8685, 8688, 8765, 8786, **8814, 8816, 8829, 8833, 8839**

Department of Energy (DOE) 8675-8676, 8683, 8685-8786, **8814, 8816, 8829, 8831, 8833**

Department of Health and Human Services (HHS) 8677, **8814, 8834**

Department of the Interior (DOI) 8765, 8786-8791, **8814, 8834, 8839**, 53 FR 51460

Department of Justice (DOJ) 8682, 8771, **8814, 8834**

Department of Labor (DOL) 8679, **8814, 8834**

Department of State (DOS) **8814, 8835**

Department of Transportation (DOT) 8672, 8674-8675, 8685, 8765, **8814, 8833-8834**

Detailed analysis of alternatives (see "Feasibility study -- Alternatives (remedial) -- Detailed analysis of")

Determination of whether a waste is a hazardous waste (see "Testing -- RCRA waste")

Determinations to initiate response and special conditions 8669, 8676, 8708-8709, 8774, 8791, 8794-8795, **8829**, 53 FR 51401

Development of alternatives (see "Feasibility study -- Alternatives (remedial) -- Development of")

Discharge of oil (see also "Threat of discharge or release" and "Release") 8670, 8672-8678, 8680-8687, 8695, 8740, 8753, 8755-8757, 8759, 8764, 8766, 8774, 8786, 8788, 8790, 8792, 8798, 8808-8810,

8815, 8819, 8826, 8829, 8832, 8837-8839,

8857

-Containment, countermeasures, cleanup,
and disposal 8687, 8810, **8838, 8869**

-Definition of **8815**

Disposal (see also "RCRA ARARs -- Land
disposal restrictions") 8668-8669, 8687-
8691, 8695, 8708, 8714, 8721, 8725, 8731,
8741, 8755, 8758-8765, 8813, **8816, 8818-**
8819, 8830, 8832, 8836, 8838, 8843, 8849-
8851, 8854-8857, 8860, 53 FR 51444

-Discovery or notification (see
"Discovery or notification")

-Documentation and cost recovery (see
"Documentation and cost recovery")

-General pattern of response 8687, **8838**

-Oil pollution funds 8674, **8816-8818,**
8839

-Preliminary assessment and initiation of
action 8686-8687, **8831, 8837**

-Size classes of discharge (definition
of) **8818**

-Threat of discharge or release of oil
(see "Threat of discharge or
release")

Discount rate (see "Cost -- Discount
rate")

Discovery of release 53 FR 51408

Discovery or notification (see also
"Potentially responsible party(ies) --
Notice letters") 8669, 8686-8687, 8692,
8707-8708, 8785, 8787, 8797, **8837, 8841-**
8842, 53 FR 51404, 53 FR 51408

-Hazardous substance releases 8698,
8707-8708, 8795, **8841**

-Oil spills 8681, 8686, 8809, **8837**

Dispersants 8666, 8669, 8790, 8808-8810,
8814-8815, 8827, 8830, 8861-8862, 8864-
8865, 53 FR 51471

-Definition of **8815**

Disputes 8670, 8731, 53 FR 51458

Document") 8670, 8704-8705, 8731, 53 FR 51430

-ARARs 8731, 8745-8746, 8773, 8784, 53 FR 51437, 53 FR 51457

DOD (see "Department of Defense")

-EPA versus state 8746, 8786

DOE (see "Department of Energy")

-Resolution of 8724, 8731, 8772, 8781-8782, 8784, 8786, 8789, 8794

DOI (see "Department of the Interior")

DNAPLs (see "Dense non-aqueous phase liquids")

DOJ (see "Department of Justice")

DOC (see "Department of Commerce")

DOL (see "Department of Labor")

Docket (see "Federal agencies -- Hazardous waste compliance docket")

DOS (see "Department of State")

Documentation and cost recovery (see also "Consistent with the NCP" and "Private party cleanups") 8680- 8682, 8687, 8723, 8736, 8797, **8831-8832, 8838, 8858-8859**, 53 FR 51402

DOT (see "Department of Transportation")
Dollar and time limitations (see "Removal action(s) -- Statutory limits -- Time and dollar limits")

-Hazardous substance response 8723, **8831-8832**

DQOs (see "Remedial investigation/feasibility study -- Data quality objectives")

Documentation **8831-8832**

Drinking water supplies 8717, 8732-8733, 8736, 8750, 8754-8755, 8789, **8815-8816, 8840, 8842**

Health effects 53 FR 51402

-Definition of **8815**

Local governments **8858**

Dual enforcement standards (see "Enforcement -- Dual enforcement standards")

Private party cleanups 8792-8799, **8858-8859**

Duties of President delegated to federal agencies (see "Delegation -- Of duties of President to federal agencies")

Recoverable costs 8723, 8792-8795, 8798-8799, 8803, **8835, 8838-8839, 8841**

Early notification (see "Potentially responsible party(ies) -- Early notification of PRPs")

Recovery under CERCLA section 106(b) (see also "Removal action(s) -- Actions under CERCLA section 106") 8670, 8680-8682, 8687, 8726, 8799, **8858**

EE/CA (see "Removal action(s) -- Engineering evaluation/cost analysis")

-Oil spills 8809, **8838**

Effectiveness (see "Feasibility study -- Nine criteria (to evaluate alternatives) -- Long-term effectiveness and permanence" and "Feasibility study --

Documenting the decision (see also "Record of decision" and "Decision

Emergency removalEvacuation

Nine criteria (to evaluate alternatives)
-- Short-term effectiveness")

EHS (see "Extremely hazardous substance")

Emergency removal (see "Removal action(s)
-- Emergency removal")

-Dual enforcement standards 8670, 8785-

Emergency exemption (see "Removal
action(s) -- Exemptions from statutory
limits -- Emergency exemption")

8
7
8
6

Endangerment assessment (see "Imminent
and substantial endangerment")

-Enforcement agreement or orders 8670,

8
7
2
0
,,
8
7
3
3
8
7
53 FR 51458-51459
3
6

-Administrative order (see

"
A
d
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i
s
t
r
a
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i
v
e
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9
7
8
8
4
7
9
7
8

Evaluation criteria

Feasibility study

8
5
4
,

8
8
6
0

-EPA strategy on enforcement 8774

-Public participation (see "Public

p
a
r
t
i
c
i
p
a
t
i
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r
e
q
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=Designating PRPs as access

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Engineering Evaluation/Cost Analysis
(EE/CA) (see "Removal action(s) --
Engineering Evaluation/Cost Analysis")

r

Enhancement of remedy (see "State --
Enhancement of remedy")

*e
s
p
o*

Entry and access (see also "Access")
8669, 8687-8688, 8800, 8804, 8806, **8814**,
8840, **8858**, 53 FR 51406

*n
s
i
b
l
e*

-Administrative orders for access 8687,

**8
8**

p
a
r
t
y
(
i
e
s

Environment (definition of) (see also "Environmental") 8815

-

Environmental (see also "Environment -- Definition of")

D

eAssessment 8682, 8830

S

iFate and transport modeling (see "Fate and transport modeling")

n

aProtection (see Feasibility study --

t **Nine criteria (to evaluate**

i **alternatives) -- Protection of**

n **human health and the environment"**

g **and "CERCLA section 121**

P **requirements for selection of**

R **remedy -- Protection of human**

P **health and the environment")**

P

sRisk 8709-8710, 8830, 8847

Environmental Response Team (ERT) 8678,
8814, 8830

Environment-based 53 FR 51436

C

EPA Radiological Assistance Teams (RATs)
e8671, 8678-8679, 8814, 8831

S

EP Toxicity Test (see "Extraction Procedure Toxicity Test")

r

Equivalent standard of performance waiver

Psee "Applicable or relevant and

appropriate requirements -- Waivers --

Equivalent standard of performance")

S

ERT (see "Environmental Response Team")

n

t

<u>Evaluation criteria</u>	<u>Feasibility study</u>
ESD (see "Record of Decision -- <i>Explanation of Significant Differences</i> ")	
Establishing remedial priorities (see "National Priorities List -- <i>Establishing remedial priorities</i> ")	
Evacuation 8818, 8829-8830, 8837, 8843	
Evaluation criteria (see "Feasibility study -- <i>Nine criteria (to evaluate alternatives)</i> ")	
Executive Orders 8666, 8671, 8674, 8676, 8679, 8680, 8731, 8814, 8819, 8832, 8837, 53 FR 51396, 53 FR 51398, 53 FR 51400	-Levels 8708-8710, 8712, 8715, 8718, 8753, 8848-8849, 8851
Exemptions 8667, 8669-8670, 8688-8692, 8696, 8741, 8744, 8747, 8756, 8763, 8766, 8773-8774, 8795, 8803-8804, 8841, 8844	-Pathways 8707, 8709-8710, 8712-8713, 8715, 8717, 8719, 8726, 8751, 8817, 8829, 8844, 8848-8849
-From statutory limitations on removal actions (see "Removal action(s) -- <i>Exemptions from statutory limits</i> ")	-Scenario (see also "Remedial investigation -- <i>Risk assessment -- Reasonable maximum exposure scenario</i> ") 8710, 8713, 8716-8717
-For federal facilities (see "Federal facility(ies) -- <i>Exemptions for federal facilities</i> ")	Extraction Procedure (EP) Toxicity Test 53 <u>FR</u> 51444
Exigencies of the situation (see "Removal action(s) -- <i>Applicable or relevant and appropriate requirements -- Urgencies of the situation</i> ")	Extremely hazardous substance (EHS) (see also "Title III" and "Superfund Amendments and Reauthorization Act of 1986") 8667, 8672, 8686, 8836-8837
Expectations (see "Remedial investigation/feasibility study -- <i>Program expectations</i> ")	Facility 8667-8668, 8674-8676, 8678, 8686, 8688, 8690-8693, 8698, 8706, 8709, 8714, 8731-8732, 8736, 8738, 8740-8744, 8753-8754, 8759, 8764-8766, 8768, 8772, 8774-8775, 8785, 8795, 8802-8803, 8805, 8814-8817, 8828-8829, 8833, 8836-8837, 8839-8844, 8847-8855, 8859
Explanation of significant differences (ESD) (see "Record of Decision -- <i>Explanation of Significant Differences</i> ")	-Definition of 8689, 8690, 8815, 53 FR 51403
Exposure 8680, 8701-8703, 8705-8706, 8708-8713, 8715-8718, 8720, 8722-8723, 8725-8726, 8729-8730, 8732-8734, 8747-8748, 8750-8755, 8758, 8764, 8792, 8817, 8834, 8840, 8842-8844, 8846-8849, 8851-8852, 8865	-Off-shore 8829, 8839
-Assessment 8708-8710, 8753, 8860	Definition of 8816
	-On-shore 8829, 8839

Definition of 8817

Facility-siting laws (see "Siting laws")

Fact sheet (see "Public participation requirements -- Remedial design/remedial action -- Fact sheet")

Fate and transport modeling 8709

FCO (see "Federal Coordinating Officer")

Feasibility study (FS) (see also "Remedial investigation" and "Remedial investigation/feasibility study") 8668, 8670, 8684, 8687, 8700, 8702-8709, 8711-8716, 8718-8719, 8721-8724, 8728-8730, 8775, 8793, 8801, 8812, **8814-8815, 8817, 8828, 8846-8848, 8850-8851, 8854-8856, 8860**

-Alternatives (remedial) 8675, 8686, 8694, 8711-8717-8720, 8722, 8724-8728, 8730-8731, 8747, 8775-8776, 8778, 8793-8794, 8804-8805, 8811-8812, **8815, 8817-8819, 8832, 8837, 8843, 8846-8852, 8855-8856, 8863-8865**

Detailed analysis of 8669, 8701, 8707, 8715, 8719, 8723, 8731, 8747, 8757, 8776, 8793, 8812, 8815, 8847-8849, 8851, 8855-8856, 53 FR 51428

Comparative analysis 8712, **8849, 8855-8856**

Development of 8701, 8711, 8713-8715, 8727, 8731, 8747, 8775, 8777, 8782, 8787, **8848, 53 FR 51426**

Nine criteria (see entries below under this heading, "Nine criteria (to evaluate alternatives)" and "Nine criteria (functional categories)")

No-action (see also "Ground water -- Restoration -- Natural attenuation")

8680, 8701, 8710-8712, 8715, 8732, 8748-8749, 8798, 53 FR 51427

Preferred 8711, 8714, 8722, 8724-8725, 8730-8731, **8850-8851, 8855**

Range of 8701, 8704-8705, 8708, 8711-8712, 8714-8715, 8720, 8723-8725, 8727-8729, 8731-8732, 8793, **8848-8849**

Screening of 8700, 8702-8703, 8706, 8711-8712, 8714-8715, 8717, 8719-8720,

<u>Federal agencies</u>	<u>Fund</u>
8722-8730, 8739, 8775-8776, 8794, 8801, 8804, 8815, 8849, 8856 , 53 <u>FR</u> 51426-51427	-Nine criteria (functional categories) 8669-8702, 8719, 8723-8732, 8850-8851
-Definition of 8815 , 53 <u>FR</u> 51399	
-Nine criteria (to evaluate alternatives) 8669-8702, 8706, 8711-8712, 8719-8732, 8743, 8776, 8778, 8801, 8849-8851	Modifying criteria 8669, 8719, 8723-8724, 8729-8731, 8850-8851
Community acceptance 8712, 8719, 8723-8725, 8730-8731, 8850-8851	Primary balancing criteria 8669, 8719, 8723-8726, 8728-8731, 8850-8851
Compliance with ARARs (see also "Applicable or relevant and appropriate requirements") 8712, 8719-8720, 8724-8728, 8731, 8795, 8849-8851	Threshold criteria 8669, 8719, 8723-8726, 8728-8729, 8731, 8810, 8850-8851
Cost 8702, 8706, 8712, 8719, 8722-8732, 8793, 8801, 8811-8812, 8850-8851 , 53 <u>FR</u> 51427-51428	-Remediation goals (see "Remedial investigation/feasibility study -- Remediation goals" and "Cleanup goals, levels, and standards")
Implementability 8712, 8719, 8722, 8724-8725, 8727, 8731-8732, 8850-8851	-Risk assessment (see "Remedial investigation -- Risk assessment" and "Remedial investigation -- Baseline risk assessment")
Long-term effectiveness and permanence 8688-8669, 8701-8702, 8712, 8719-8720, 8722, 8725, 8727-8729, 8731-8732, 8778, 8788, 8795, 8801, 8849-8851	Federal agencies (see also "Federal facility(ies)") 8666-8667, 8669-8671, 8673-8684, 8689, 8693-8694, 8716-8718, 8724, 8736, 8741, 8750, 8774-8776, 8786-8789, 8802, 8811, 8832-8835 , 53 <u>FR</u> 51394-51406, 53 <u>FR</u> 51412-51414, 53 <u>FR</u> 51417, 53 <u>FR</u> 51436, 53 <u>FR</u> 51450, 53 <u>FR</u> 51455, 53 <u>FR</u> 51460, 53 <u>FR</u> 51464-51467, 53 <u>FR</u> 51471-51472
Protection of human health and the environment 8702, 8712, 8719-8720, 8724-8728, 8731, 8849-8851	
Reduction of toxicity, mobility, or volume through treatment (see also "CERCLA section 121 requirements for selection of remedy") 8669, 8701-8702, 8712, 8719-8725, 8727-8729, 8731-8732, 8778, 8849-8851	
Short-term effectiveness 8712, 8719-8722, 8724-8725, 8727-8728, 8731-8732, 8850-8851	
State acceptance 8712, 8719, 8723-8726, 8730-8731, 8850-8851	

-Additional responsibilities and	3
a	5
s	
sCapabilities	53 <u>FR</u> 51402
i	
sGeneral organization concepts	8671,
t	8
a	8
n	1
c	9
e	
-Hazardous waste compliance docket	8668,
8	8
6	6
6	7
6	6
9	-
,	8
8	6
6	7
7	
6Participation	8667, 8682-8683, 8724,
,	8
8	8
6	3
8	2
3	-
,	8
8	8
7	3
Federal Coordinating Officer (FCO)	8814,
8829,	8833
-	
Federal Emergency Management Agency	
7FEMA)	8683, 8685, 8814, 8829-8830,
8833,	8835, 8843
4	
Federal facility(ies)	8666-8668, 8674,
8676-8677, 8684, 8689-8690, 8693, 8695,	
8698-8699, 8706, 8731, 8774-8775, 8802,	
8841, 8844-8845, 8851, 8854, 8859, 8864,	
83 <u>FR</u> 51395, 53 <u>FR</u> 51405	
2	
-Administrative record requirements (see	"
8	A
8	d

m o
i r
n i
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t y
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t c
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A - 4
u 8
t 8
h 7

-Applicability of NCP (see also

5	t
,	e
5	s
3	"
)
<u>F</u> Subpart K 8666-8667, 8671, 8683-8684,	
R	8
5	7
1	7
4	4
5	-
8	8
	7
-Exemptions for federal facilities 8774	7
	5
	,
-Interagency agreements (IAGs) 8668,	
8	8
6	8
7	1
4	3
,	
Federal-lead 8749, 8776, 8780, 8784,	
8819, 8828, 8835, 8843-8844, 8853	
7	
B	
ederally permitted release 53 <u>FR</u> 51400	
1	
Federal Radiological Emergency Response	
Plan (FRERP) 8829, 8833	
-Joint selection of remedy 8851	
-State involvement (see "State -- Federal	
Federal trustees designation (see	
fTrustees for natural resources --	
B	
Designation of" and "Trustees for natural	
r	
resources -- Federal") 8707-8708, 8814,	
8819, 8830, 8857	
l	
Federal water quality criteria (FWQC)	
tsee "Applicable or relevant and	
appropriate requirements -- Federal water	
quality criteria" and "Water quality	
s	
riteria")	
<u>F</u> EMA (see "Federal Emergency Management	
A	
Agency")	
d	
Field sampling plan (see "Project plans -	
s	
Sampling and analysis plan -- Field	
s	
sampling plan")	
a	

Final remedy selection (see "Selection of remedy")

First federal official 8677, **8829**

-*Definition of 8815*

Five-year review 8699-8701, 8725, 8730-8731, 8757, **8851-8852**, 53 FR 51430

"Freezing" ARARs (see "Applicable or relevant and appropriate requirements -- *Newly promulgated or modified requirements*")

FRERP (see "Federal Radiological Emergency Response Plan")

FS (see "Feasibility study")

Fund (see also "Fund-financed" and "Non-Fund-financed") 8674, 8677, 8681, 8695-8698, 8737-8739, 8747, 8749-8750, **8814-8819, 8828-8829, 8832, 8834, 8838-8841, 8843-8847, 8850, 8852-8859**

-*Definition of 8815*

Fund-balancing waiver (see "Applicable or relevant and appropriate requirements -- *Waivers -- Fund-balancing*")

Fund-financed 8667, 8669, 8674, 8677, 8681, 8690, 8694-8699, 8723, 8729, 8735-8736, 8739-8740, 8749-8750, 8766, 8773-8774, 8776-8780, 8782-8787, 8797, **8817, 8843-8844, 8846, 8850, 8852-8856, 8858**

o
n
s
i
b
l
e

Fundamental alteration of remedy (see "Record of decision -- *Amendment to*")

p
a
r
t
y
(
i
e
s
)

Funding 8674, 8676, 8683, 8693, 8695, 8697, 8698, 8707, 8774, 8778-8780, 8791, 8798-8799, 8811, **8839, 8841, 8853, 8859**

-*Mixed funding* (see "Potentially

r
e
s
p

- u
- t
- i
S o
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t
t f
l u
e n
m d
e s
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s

FWQC (see "Applicable or relevant and appropriate requirements -- *Federal water quality criteria*")

General organization concepts (see "Federal agencies -- General organization concepts")

e

General pattern of response (see "Discharge of oil -- General pattern of response")

u

Goal (see "Remedial investigation/feasibility study -- Program goal" and "Remedial investigation/feasibility study -- Remediation goals" and "Cleanup goals, levels, and standards")

)

Good faith offer (see "Potentially responsible party(ies) -- Negotiations with PRPs -- Good faith offer")

i

Grants (see "Core Grant Program," "Public participation requirements -- Technical assistance grants," and "Delegation")

Greater risk to human health and the environment waiver (see "Applicable or relevant and appropriate requirements -- Waivers -- Greater risk to human health and the environment")

o

Ground water 8695-8696, 8702, 8705, 8708, 8710, 8713, 8715-8717, 8723, 8727,

8732-8739, 8743-8744, 8747, 8750, 8752-
8757, 8765-8766, 8774, 8778, 8789, **8815-**
8816, 8834, 8846-8848, 8852-8853, 8865 Measures (see "Operation and maintenance")

-*Cleanup levels* (see also "Cleanup
goals/levels/standards") 8701,
8709, 8716-8718, 8724, 8733-8734,
8784

Alternate concentration limits (ACLS)
8699, 8715, 8732, 8753-8754,
8765, **8848**

*Maximum contaminant levels and maximum
contaminant level goals* (see
"Applicable or relevant and
appropriate requirements --
Maximum contaminant levels" and
"Applicable or relevant and
appropriate requirements --
Maximum contaminant level
goals")

-*Definition of 8815*

-*Guidelines for ground water
classification (i.e., Class I, II,
or III well)* 8732-8733, 8753

-*Management of migration* 8703-8705,
8710, 8734-8735, **8816-8818, 8842-
8846, 8848**

Definition of 53 FR 51399

-*Policy* 8670, 8717, 8732, 8744, 8754

-*Point of compliance* (see "Points of
compliance -- Ground water")

-*Protection Strategy* 8732-8733, 8750, 53
FR 51433

-*Restoration* 8669, 8734-8737, 8750,
8752-8755, 8765, 8772, 8778, 8811-
8812, 8832, 8846, 8849, 8852, 8854,
8858

Cleanup levels (see entry above under
this heading, "Cleanup levels")

<i>Methods</i> 8732, 8736-8737, 8743	Hazardous substance (definition of) (see also "Pollutant or contaminant (definition of)") 8816
<i>Natural attenuation</i> 8706, 8733-8735,	Hazardous waste determination (see "Testing -- RCRA waste") 5 Hazardous waste management facility §674, 8725
	Hazardous Waste Treatment Council Petition 8691 5 Health and safety plan (see also "Project plans -- Health and safety plan") 8707 8 Health assessment(s) (see also "Agency for Toxic Substances Disease Registry -- ATSDR health assessments") 8667, 8681, 8709, 8723, 8800, 8832, 8834, 8840, 8860 , 53 <u>FR</u> 51402, 53 <u>FR</u> 51407 8 Health-based requirement(s) 53 <u>FR</u> 51436 6 Health effects study 8681, 53 <u>FR</u> 51402 , HHS (see "Department of Health and Human Services") 7 HRS (see "Hazard Ranking System") 1 Human health and the environment (see "CERCLA section 121 requirements for selection of remedy -- Protection of human health and the environment" and "Feasibility study -- Nine criteria (to evaluate alternatives) -- Protection of human health and the environment")
<i>Timeframe</i> 8705, 8732, 8734, 8774, 8849	Hybrid closure (see "RCRA ARARs -- Closure -- Hybrid closure")
Hazard Ranking System (HRS) (see also "National Priorities List" and "Non-NPL site") 8668, 8699, 8781, 8801, 8805, 8814-8815, 8844-8846, 8854-8855 , 53 <u>FR</u> 51413-51414	IAG (see "Interagency Agreement")
- <i>Definition of</i> 8816	Identification of applicable or relevant and appropriate requirements (see "Applicable or relevant and appropriate requirements -- Identification of")

<u>Indian tribe (cont.)</u>	<u>Liability</u>
Imminent and substantial endangerment 8675, 8677, 8709-8710, 8803, 8814, 8817, 8829, 8839, 8842, 8860 , 53 <u>FR</u> 51467	<i>Applicability of state involvement</i>
-Endangerment assessment 8675, 8677, 8709-8710	r e q u i r e m e n t s
Implementability (see "Feasibility study -- Nine criteria (to evaluate alternatives) -- Implementability")	
Incident-specific teams 8671-8673, 8680, 53 <u>FR</u> 51401	
Incineration (see "Remedies -- Treatment (or treatment technology) -- Incineration")	5 3
Inconsistent application of state requirements waiver (see "Applicable or relevant and appropriate requirements -- Waivers -- Inconsistent application of state requirements")	F R 5 1 4 5 6
Index (i.e., Table of Contents)	
-Preamble to final NCP 8669	
-NCP distribution table 53 <u>FR</u> 51397	
-Final NCP rule 8813	
Indian tribe 8698, 8741, 8745-8747, 8766, 8775, 8778, 8780, 8786-8789, 8792, 8794, 8797-8799, 8804, 8816, 8818-8819, 8827, 8835, 8845, 8853-8855, 8857-8858, 53 <u>FR</u> 51401	
-Definition of 8816	
-Involvement during response 8668-8671, 8673, 8686, 8730, 8779-8780	
-Treated as states 8733, 8780, 53 <u>FR</u>	5 1 3 9 8

-Tribal laws as ARARs (see "Applicable or

r
e
l
e
v
a
n
t

a
n
d

a
p
p
r
o
p
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mTrustees for natural resources under

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C
L
A

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e
e
"
T
r

Information repository (see also "Administrative record" and "Public participation requirements -- *Information*

repository") 8755, 8766, 8768, 8771, 8773, **8844, 8846-8847, 8851-8852, 8858,** 53 FR 51465
e
Initiation of action 8686-8687, 8704-8705, 8775, 8777, 8782, 8806-8807, **8829, 8846**
f
Injunction/injunctive relief 8746, 8803, **8858**

Inland water(s) 8787, **8816, 8818, 8834**
a
tDefinition of 8816
u
Inland zone 8672, **8816, 8828, 8833**
a
tDefinition of 8816

Innovative technologies (see "Remedies -- Treatment (or treatment technology) -- Innovative")

o
Institutional controls (see "Remedies -- Institutional controls")
c
Interagency Agreement (IAG) (see also Federal facilities -- *Interagency agreements*) 8698, 8731, **8832, 8839**

-
Interim action/measure/remedy (see "Remedies -- *Interim*")
I

Interviews (see "Public participation requirements -- *Community interview(s)*")
i
Investigation-derived waste (see "Wastes -- *Investigation-derived waste*")

Joint inspection (see "State -- *Joint inspection with EPA*")
i
Judicial review (see also "Administrative record -- *Judicial review of administrative record*") 8663, 8803, 8807
)
Land disposal restrictions (LDRs) (see "RCRA ARARs -- *Land disposal restrictions*")

Landfill closure (see "RCRA ARARs --
Closure -- Landfill closure")

Land use (see "Remedial investigation --
Risk assessment -- Land use")

LCP (see "Contingency plan(s) -- *Local*")

LDRs (see "RCRA ARARs -- *Land disposal
restrictions*")

Lead agency 8667-8669, 8674, 8676-8677,
8679-8681, 8688, 8690-8692, 8694, 8696-
8697, 8704, 8706-8708, 8711-8712, 8715-
8716, 8720, 8723-8724, 8727, 8730-8731,
8733, 8776-8777, 8779-8784, 8789-8792,
8795-8796, 8798, 8800-8808, 8810, **8816**

-*Definition of* 8668, **8816**, 53 FR 51398

-*State as* (see "State -- *Lead agency,
state as*")

Lead authorized official 8789

Lead trustee (see "Trustees for natural
resources -- *Lead trustee*")

LEPCs (see "Local Emergency Planning
Committees")

Level of remediation (see "Remedial
investigation/feasibility study --
Remediation goals" and "Cleanup goals,
levels, and standards")

Liability 8666, 8687, 8691-8693, 8708,
8736, 8757, 8768, 8779, 8786, 8788, 8793-
8794, 8802, 8807-8808, **8838, 8858-8859**

-*Release from liability* 8691, 8798, **8859**

-*Standard of liability* 8798, **8858-8859**

Limitations on response (see "Response
action -- *Limitations on*")

Listing sites in CERCLIS (see "CERCLIS --
Listing sites in CERCLIS")

Local contingency plan (LCP) (see
"Contingency plan(s) -- *Local*")

Local emergency planning committees
(LEPCs) 8667, 8671-8674, 8678, 8682,
8684-8686, 8693, **8814, 8827, 8836, 8842**

Local emergency response plans 8669,
8682, 8684-8686, 8693, **8826-8827, 8832,**
8836-8837

Local governments (see also "State and
local participation in response") 8671-
8674, 8677-8679, 8684-8685, 8706, 8733,
8738, 8775, 8789, 8812, **8814, 8819, 8826-**
8829, 8833, 8835, 8839, 8858-8859

-Reimbursement for response costs 8798-

d
e
r
e
d
s
"
)

Local participation (see "State and local
participation in response")

Location-specific ARARs (see "Applicable
or relevant and appropriate requirements
-- *Types of ARARs*")

8

Long-term effectiveness and permanence
↳ see "Feasibility study -- Nine criteria
↳ to evaluate alternatives) -- Long-term
↳ effectiveness and permanence")

Long-term management controls (see also
↳ Operation and maintenance," "Remedies --
↳ Source control -- Maintenance measures,"
↳ and "State -- Assurances -- Operation and
↳ maintenance") 8700-8701, 8706, 8720,
8722-8723, 8727-8728, **8848**

8

Long-term response (or remedial) actions
↳ LTRAs) 8667, 8698-8700, 8774, 8806,
8843

Low-level threat (see "Threats")

3

LTRAs (see "Long-term response (or
↳ Remedial) actions")

R

Maintenance measures (see "Remedies --
↳ Source control -- maintenance measures,"
↳ State -- Assurances -- Operation and
↳ Maintenance," and "Operation and
↳ maintenance")

1

Management of migration (see "Ground
water -- Management of migration")

C

Management principles (see "Remedial
↳ investigation/feasibility study --
↳ Program management principles")

i

-Requirements as TBCs (see "To-be-

Material Safety Data Sheet (MSDS) (see "Title III -- Material safety data sheet")

Maximum contaminant levels (MCLs) (see "Applicable or relevant and appropriate requirements -- Maximum contaminant levels and Maximum contaminant level goals")

Maximum contaminant level goals (MCLGs) (see "Applicable or relevant and appropriate requirements -- Maximum contaminant levels and Maximum contaminant level goals")

Maximum extent practicable (MEP) (see "CERCLA section 121 requirements for selection of remedy -- Permanent solutions and treatment to the maximum extent practicable")

MCL(s) (see "Applicable or relevant and appropriate requirements -- Maximum contaminant levels")

MCLG(s) (see "Applicable or relevant and appropriate requirements -- Maximum contaminant level goals")

MEP (see "CERCLA section 121 requirements for selection of remedy -- Permanent solutions and treatment to the maximum extent possible")

Mining waste (see "Wastes -- Mining waste")

Miscellaneous oil spill control agent
8808-8809, **8816, 8861-8862, 8864**

-Definition of **8816**, 53 FR 51399

Mixed funding (see "Potentially responsible party(ies) -- Settlements -- Mixed funding")

Mobility (see "Feasibility study -- Nine criteria (to evaluate alternatives) --

Reduction of toxicity, mobility, or volume through treatment")

Natural attenuationNotice of availability

Modifying criteria (see "Feasibility study -- Nine criteria (functional categories) -- Modifying criteria")

System") 8666-8671, 8676-8677, 8680, 8682-8683, 8692-8694, 8698-8700, 8702, 8704, 8706, 8709, 8732, 8737, 8774, 8776-8777, 8779-8783, 8786, 8796-8797, 8799, 8801, 8805-8807, 8812, **8814-8816, 8828, 8834, 8840, 8842-8843, 8845-8847**, 53 FR 51414

Moratoria (see "Potentially responsible party(ies) -- Special notice and moratoria")

-Construction completion category 8699-8700, 8704-8705, 8712, 8720

MSDS (see "Title III -- Material safety data sheet")

-Deferral from (see "Deferral policies")

Multiple contaminants or pathways (see also "Additive risk or additivity" and "Risk range") 8701, 8712-8713, 8715, 8717, 8719, 8729, 8750-8751, 8753, **8848**

-Definition of **8816**

Multi-regional response (see "Response action -- Multi-regional")

-Deletion from 8689-8700, 8702, 8706, **8845-8846**, 53 FR 51414

Municipal landfills (see also "RCRA ARARS -- Closure -- Landfill closure") 8704, 8714, 8725, 8749, 8812

-Establishing remedial priorities 8687, 8698, **8845**, 53 FR 51414

National capacity variance (see "Variances -- National capacity variance")

-Listing procedures **8845**, 53 FR 51414

National Contingency Plan(s) (NCP) (see also "1985 NCP," "Purpose and objectives of the NCP," "Scope of the NCP," and "NCP product schedule") 8668-8671, 8673, 8679-8680, 8682, 8692, 8754, 8771, **8815-8816, 8818, 8827, 8862**

-Public participation (see "Public participation requirements -- NPL process (listing and deletion)")

National Emission Standards for Hazardous Air Pollutants (NESHAPs) 53 FR 51447

-Purpose of the NPL **8845**, 53 FR 51415

National Institute for Occupational Safety and Health (NIOSH) **8814**

-Recategorizing sites 8699-8700, **8845**, 53 FR 51415

National Marine Sanctuary ecosystems 8683-8684

-Removal actions at (see "Removal action(s) -- NPL sites, removal actions at")

National Oceanic and Atmospheric Administration (NOAA) (see also "Department of Commerce") 8678-8679, 8788, 8790, 8809, **8814, 8830**

National Response Center (NRC) 8667, 8669, 8671-8672, 8675-8677, 8683-8684, 8686, 8693, 8795, 8797, **8814, 8827-8831, 8835, 8837-8838, 8841-8842, 8858**

National Priorities List (NPL) (see also "Non-NPL site" and "Hazard Ranking

National Response System Concepts flow diagram **8821**

National Response Team (NRT) 8666, 8668-8669, 8671-8672, 8675-8678, 8680-8683, 8685, **8814-8815, 8819-8820, 8826-8830, 8834-8836, 8864**, 53 FR 51414

Natural attenuationNotice of availability

National Strike Force (NSF) 8678, **8814,**
8830-8831

National System for Emergency
Coordination 53 FR 51403

Natural attenuation (see "Ground water --
Restoration -- Natural attenuation")

Natural resource(s) (see also "Trustees
for natural resources") 8666, 8669-8670,
8678-8679, 8681-8685, 8687, 8694, 8704,
8707-8708, 8715, 8720, 8722-8723, 8786-
8792, 8795, **8814-8816, 8819, 8826, 8829-**
8831, 8834, 8838, 8842, 8847, 8857-8858,
8861, 53 FR 51408

-Claims (limits on Fund use) (see also

"	g
C	e
l	s
a	"
i)
m	8
s	7
-	0
-	7
-	7
-	0
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-	7
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N	F
a	R
t	5
u	1
r	4
a	6
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e	1
Contiguous	4
s	6
Damage assessments	1
u	8
r	7
c	0
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a	7
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a	8

6	5
-	7
8	-
7	8
8	8
7	5
,	8
8	5
7	8
8	8
9	3
-	8
8	8
7	Restoration of 8789
9	
	Naturally occurring substances (see "Response action -- Limitations on -- Naturally occurring substances")
8	
	Navigable waters (see also "Non-navigable Waters") 8668, 8671, 8814-8817, 8829, 8857, 8861
,	
	-Definition of 8816
8	
	NCP (see "National Contingency Plan(s)")
0	
	NCP Product Schedule (see also "National Contingency Plan(s)," "Purpose and Objectives of the NCP," "Scope of the NCP," and "1985 NCP") 8808-8810, 8861-8862, 8864
0	
	Negotiations (see "Potentially responsible party(ies) -- Negotiations with PRPs")
8	
	MESHAPS (see "National Emission Standards for Hazardous Air Pollutants")
,	
	Net present value (see "Cost -- Net present value")
8	
	Newly promulgated or modified requirements (see "Applicable or relevant and appropriate requirements -- Newly promulgated or modified requirements")
8	
8	

Notice of availability (cont.)

On-scene coordinator

NFRAP (see "CERCLIS -- No further response action planned")	System") 8667, 8676, 8689, 8694, 8698, 8783, 8796, 8816, 8843	
Nine criteria (see "Feasibility study -- Nine criteria (to evaluate alternatives)" and "Feasibility study -- Nine criteria (functional categories)")	Non-time-critical (see "Removal action(s) -- Non-time-critical")	
1985 NCP (see also "National Contingency Plan(s)," "Purpose and objectives of the NCP," "NCP Product Schedule," and "Scope of the NCP") 8684-8685, 8698-8708, 8711-8712, 8719, 8723-8724, 8726-8728, 8741, 8747, 8775, 8777, 8787, 8789, 8792, 8794-8795, 8811-8812	Notice of availability 8766, 8772, 8805-8807, 8844, 8846, 8851-8852, 8855, 8860-8861	
NIOSH (see "National Institute for Occupational Safety and Health")	-Administrative record (see "	"
No-action (see "Feasibility study -- Alternatives (remedial) -- No-action" and "Ground water -- Restoration -- Natural attenuation")		A
No Further Response Action Planned (NFRAP) (see "CERCLIS -- No further response action planned")		d
Noncarcinogens (see also "Carcinogens") 8711-8713, 8745, 8750, 8752, 8848		m
Noncontiguous facilities (see "On-site -- Noncontiguous facilities" and "Natural resources -- Contiguous")		i
Non-Fund-financed (see also "Fund" and "Fund-financed") 8669, 8695-8696, 8776-8777, 8779-8780, 8782-8783, 8828, 8845, 8854-8856		s
Nongovernmental participation (see also "Private party cleanups," "Person(s)," and "Consistent with the NCP") 8669, 8684, 8793, 8835 , 53 <u>FR</u> 51403		t
Non-navigable waters (see also "Navigable waters") 8817		r
Non-NPL site (see also "National Priorities List" and "Hazard Ranking		e
		c
		o
		r
		d
		-
		-
		A
		v
		a
		i
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Notice of availability (cont.)

On-scene coordinator

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F
R

-Proposed plan (see "Proposed plan --

A
v
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l
a
b

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*Notice letters (see "Potentially
l
i
t
y*

r
e
s
p
o
n
s
i
b
l
e

o
f
"
)

Notification 8741, 8746, 8767, 8769,
8775, 8781, 8785-8792, 8795, 8801, 8805-
8808, **8842, 8847, 8857**, 53 FR 51408

p
a

-And communications 8669, 8672, 8675-

8
6
7
6
,

r
t
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e
s
)

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d

"
P
o
t
e
n
tof states (see "Potentially responsible
i party(ies) -- Negotiations with PRPs
a -- Notice to states")
l
Or discovery (see "Discovery or
Y notification")

rOut-of-state transfer of CERCLA wastes
e (see "Transfer of Superfund waste -
s - Out-of-state")
p

<u>On-scene coordinator (cont.)</u>	OU
-Reportable quantity (see "Reportable quantity")	7 -
Not inconsistent with the NCP (see "Consistent with the NCP -- Not inconsistent with the NCP")	8 6 6 8
NPL (see "National Priorities List")	,
NRC (see "National Response Center" and "Nuclear Regulatory Commission")	8 7 2 5
NRT (see "National Response Team")	,
NSF (see "National Strike Force")	8 7
Nuclear Regulatory Commission (NRC) 8683, 8814, 8817, 8835	3 1
Number and gender (as used in the NCP) 8819	,
O&M (see "Operation and maintenance")	8 7
Occupational Safety and Health Act (OSHA) programs (see also "Worker Health and Safety") 8679-8680, 8831	,
Office of Management and Budget (OMB) Circular A-94 8722-8723	5 6 8 8
Offshore facility (see "Facility -- Off-shore")	,
Off-site (see also "State -- Assurances -- Off-site facility compliance") 8689, 8691-8692, 8701, 8737, 8756, 8758, 8817-8818, 8840, 8842-8845, 8850, 8860	8 8 4 4 -
-Preference against off-site disposal without treatment 8695, 8714-8715, 8725, 8731, 8818, 8851	8 8 4 5 ,
-Procedures for planning and implementing off-site response actions 8666	8 8 6 0
-Requirements for off-site transfer	8 6il 8666, 8672, 8675-8677, 8680-8681, 8683-8687, 8697, 8774, 8786, 8788, 8790,

8792, 8808-8810, **8813-8819, 8826, 8828-**
8830, 8835-8839, 8857, 8861-8862, 8864-
8865

-*Definition of 8816*

Oil pollution funds (see "Discharge of
oil -- Oil pollution funds")

Oil spill (see "Discharge of oil")

Oil spill control agent 8809

OMB Circular A-94 (see "Office of
Management and Budget Circular A-94")

On-scene coordinator (OSC) (see also
"Removal action(s)" and "Special teams
and other assistance available to
OSCs/RPMs") 8672-8673, **8818, 53 FR 51401**

-*Definition of 8816, 53 FR 51398*

-General responsibilities 8671, 8674,

8	8
-	-
6	8
9	8
3	1
,	0
	,
8	8
7	8
8	1
9	6
-	0
8	,
7	8
9	8
2	2
,	0
	,
8	8
7	8
9	8
5	2
,	6
	-
8	8
8	8
0	8

<u>Oversight</u>	<u>Population</u>
3	8
9	8
2	2
-Predesignated OSC 8675-8676, 8678,	8
8	-
6	8
8	8
6	2
-	9
8	,
6	7
8	8
7	8
,	3
8	7
6OSC reports 8669, 8681-8682, 8806-8807,	8
9	8
3	8
,	3
8	2
6	,
9	8
7	8
,	3
8	8
8	,
1	8
5	8
-	5
8	7
8	,
1	8
6	5
,	3
8	F
8	R
1	
8	5
,	1
8	4
8	0
2	2
6	,
,	5
	3

	<u>Operation and maintenance (O&M) (see also "Long-term management controls," "Remedies -- Source control -- Maintenance measures," and "State -- Assurances -- Operation and maintenance")</u> 48668, 8699-8700, 8706, 8720, 8722, 8727-8729, 8735-8740, 8756-8757, 8777-8778, 8797-8798, 8814, 8850, 8852, 8858 , 53 <u>FR</u> 51453
On-shore facility (see "Facility -- On-shore")	<u>-Cost-share (see also "State -- Assurances -- Cost-share")</u> 8777-8778, 8854
On-site 8667, 8671, 8684, 8688-8692, 8701, 8706, 8725, 8738, 8741-8742, 8747, 8750, 8755-8760, 8762, 8777, 8806-8807, 8830-8831, 8840, 8842-8844, 8850, 8860-8861	<u>-Definition of</u> 8817 , 53 <u>FR</u> 51399
<u>-Definition of</u> 8817 , 53 <u>FR</u> 51406-51407	<u>-Ground water restoration measures</u> 8736-8738, 8753, 8811, 8834, 8853-8854 , 53 <u>FR</u> 51454
<u>-Permit exemption (see also "Testing -- Treatability testing")</u> 8688-8692, 8840 , 53 <u>FR</u> 51407	<u>-Reporting and recordkeeping</u> 8736, 8740, 8756-8757, 8811
<u>-Noncontiguous facilities</u> 8690-8691, 53 <u>FR</u> 51407	<u>-State assurance of (see "State --</u>
Operable unit (see also "Remedies -- Interim," "Applicable or relevant and appropriate requirements -- Waivers -- Interim measures," and "Operation and maintenance -- Temporary or interim measures") 8671, 8704-8708, 8713, 8731, 8738-8739, 8750, 8759, 8846-8847	A S S u r a n c e s
<u>-Bias for action (see "Remedial investigation/feasibility study -- Program management principles -- Bias for action")</u>	- - O P E R A T I O N
<u>-Definition of</u> 8817 , 53 <u>FR</u> 51399	a
<u>-Threshold for Fund-balancing waiver (see "Applicable or relevant and appropriate requirements -- Waivers -- Fund-balancing")</u>	
Operational and functional 8736-8737, 8739-8740, 8778, 8811, 8853-8854	

<i>n</i>	c
<i>d</i>	a
<i>m</i>	b
<i>a</i>	l
<i>i</i>	e
<i>n</i>	o
<i>t</i>	r
<i>e</i>	e
<i>n</i>	l
<i>a</i>	e
<i>n</i>	v
<i>c</i>	a
<i>e</i>	n
"	d
)	
<i>-Temporary or interim measures (see also</i>	
"	a
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<u>Oversight</u>	<u>Population</u>
Oral reference doses (see "Reference doses")	
i	
OSC (see "On-scene coordinator")	
e	
OSC contingency plans (see "Contingency plan(s) -- OSC")	
OSC reports (see "On-scene coordinator -- OSC reports")	
OSHA programs (see "Occupational Safety and Health Act (OSHA) programs")	
t	
Other persons (see "Private party cleanups" and "Person(s)")	
i	
OU (see "Operable Unit")	
Oversight 8834	
e	
aLead agency oversight of support agency	
s	
u	8
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Opportunity to concur (see "Concurrence")	8
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<u>Oversight</u>	<u>Population</u>
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	R
-Of contractors 8735-8736	P
	S
-Of PRPs (see "Potentially responsible	"
)
p	
a	
rOf response action 8692, 8796	
t	
yOf states 8775-8776, 8853	
(
iOSC oversight (see "On-scene coordinator	
e	-
s	-
)	
	G
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f	i
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P	i

		<i>l</i>
		<i>Planning</i>
		<i>t</i>
		<i>#And coordination structure</i> 8669, 8673,
	e	8684-8685, 8836
	s	
		<i>"And preparedness</i> 8666, 8671-8672, 8684-
)	8685, 8814, 8819, 8826, 8828, 8835,
		53 <u>FR</u> 51403
Owner/operator	8667, 8687-8689, 8698, 8764, 8797, 8842	- <i>Planning period</i> (see "Removal actions -- <i>Planning period</i> ")
PA	(see "Preliminary assessment")	
Pathway(s)	(see "Exposure -- Pathways")	- <i>Procedures for planning and implementing off-site response actions</i> (see "Off-site -- Procedures for <i>planning and implementing off-site response actions</i> ")
PCBs	(see "Polychlorinated biphenyls")	
Permanence or permanent solutions	(see "Feasibility study -- Nine criteria (to evaluate alternatives) -- Long-term effectiveness and permanence" and "CERCLA section 121 requirements for selection of remedy -- Permanent solutions and treatment to the maximum extent practicable")	
Permits	(see also "Applicable or relevant and appropriate requirements -- <i>Substantive versus administrative requirements</i> " and "On-site -- Permit exemption") 8669, 8674, 8686, 8688-8692, 8697, 8698, 8706, 8714, 8741, 8756-8757, 8760, 8762, 8764-8765, 8841, 8850, 8855, 8858	
Person(s)	(see also "Private party cleanups") 8668, 8672, 8675, 8676, 8686, 8690, 8693, 8752, 8761, 8769, 8771, 8773, 8788-8789, 8792, 8795-8798, 8814, 8817, 8828-8829, 8831, 8835-8837, 8839- 8842, 8844-8845, 8850, 8857-8861	
	- <i>Definition of</i> 8817	
Petitions	(see "Preliminary assessment -- <i>Citizens' petitions</i> ")	
Placement	(see "RCRA ARARs -- Land disposal restrictions -- Placement")	

Population (cont.)

Preliminary assessment

Point of departure (see "Risk range -- Point of departure")	Post-removal site control (see "Removal action -- Post-removal site control" and "Operation and maintenance")
Political subdivisions 8798-8799, 8854- 8857, 8859	
Pollutant or contaminant (definition of) (see also "Hazardous substance (definition of)") 8817 , 53 <u>FR</u> 51407	
Pollution report (Polrep) 8674, 8678, 8682, 8818, 8827, 8830	
Polrep (see "Pollution report")	
Polychlorinated biphenyls (PCBs) 8704, 8725, 8748, 8764-8765	
Population 8686, 8691, 8722, 8768, 8837, 8842, 8855	
-Factor in determining cleanup levels	
	8
	7
	1
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	8
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	3
	4
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	8
	8
	4
	8

	<i>Notice to EPA</i> 8798
Potentially responsible party(ies) (PRP) (see also "Enforcement") 8667, 8674- 8675, 8678-8681, 8686, 8691, 8695-8696, 8705, 8707, 8711, 8716, 8720, 8723-8724, 8735-8736, 8739, 8745, 8748, 8750, 8757, 8762, 8767-8769, 8772-8773, 8777, 8781- 8783, 8785, 8788, 8794, 8796-8798, 8800- 8802, 8804, 8807, 8811, 8815, 8817, 8829, 8831, 8835, 8837-8838, 8840-8845, 8847, 8853-8854	<i>Notice to states</i> 8697, 8740-8741, 8785, 8792, 8856
-Designating PRPs as access	- <i>Notice letters</i> 8774-8775, 8785, 8791, 8798, 8854, 53 FR 51467
	- <i>Oversight of PRPs</i> 8670, 8675, 8692- 8693, 8725, 8735-8736, 8769, 8775- 8776, 8781-8782, 8785-8786, 8796, 8802, 8841, 8847, 8853-8854
-Early notification of PRPs 8694, 8775, 53 <u>FR</u> 51432	<i>xPRP-lead activities</i> 8668, 8692-8693, <i>e</i> 8695-8697, 8729, 8670, 8735-8736, <i>p</i> 8741, 8755, 8766, 8773-8744 <i>r</i> <i>eSettlements</i> 8694, 8705, 8716, 8724, <i>s</i> 8757, 8768, 8772-8775, 8791, 8785- <i>e</i> 8786, 8791, 8796-8797, 8847 <i>n</i> <i>Consent decree(s)</i> 8687, 8692, 8735, <i>a</i> 8739, 8771, 8777, 8785-8786, <i>t</i> 8797, 8828, 8840-8841, 8847, <i>i</i> 8852, 8857-8860 <i>v</i> <i>Eovenant not to sue</i> 8791-8792 <i>s</i> <i>De minimis parties</i> 8798, 8847
-Negotiations with PRPs 8668, 8716, 8724, 8757, 8771, 8773-8774, 8785- 8786, 8789, 8791-8792, 8847, 8854, 8856-8858	<i>Mixed funding</i> 8668, 8774, 8798-8799, 53 6 <u>FR</u> 51462 8 <i>Special notice and moratoria</i> 8670, - 8677, 8773-8775, 53 <u>FR</u> 51432 8 <i>Practicable</i> (see also "CERCLA section 121 <i>Requirements for selection of remedy --</i> <i>Permanent solutions and treatment to the</i> <i>maximum extent practicable</i>) 8667-8668, 8675, 8677, 8682, 8684, 8686, 8693-8696, 8698, 8700-8706, 8714-8716, 8719-8721, 8724-8726, 8728-8735, 8739, 8741, 8747- 8748, 8752-8754, 8756, 8763, 8766, 8775, 8778, 8782, 8788, 8793-8794, 8796-8797, 8802-8803, 8809, 8827-8830, 8837-8843, 8846-8847, 8850-8852, 8854, 8857-8859, 8861-8862
<i>Good faith offer</i> 8774	

Preliminary assessment (cont.)

Proposed plan

Preauthorization or prior approval (see "Claims -- Preauthorization or prior approval")

Predesignated OSC (see "On-scene coordinator -- Predesignated OSC")

Predesignated On-scene Coordinator (OSC) (see "On-scene coordinator -- Predesignated OSC")

Preferred alternative (see "Feasibility study -- Alternatives (remedial) -- Preferred")

Preliminary assessment (PA) (see also "Preliminary assessment/site inspection," "Response action -- Pre-remedial," and "Site inspection") 8668, 8676, 8693,
8814, 8818, 8845, 8847, 8854, 8860

-Citizen petitions 8801, **8841, 8844-**
8845, 53 FR 51412

-Definition of **8817,** 53 FR 51399

-Preliminary assessment and initiation of action (see "Discharge of oil -- Preliminary assessment and initiation of action")

-Removal PA 8693, **8842-8845**

-Remedial PA **8844-8845,** 53 FR 51412-
51413

-State role 53 FR 51456

Preliminary assessment/site inspection (PA/SI) (see also "Preliminary assessment," "Site inspection," "Response action -- Pre-remedial," and "Public participation requirements -- Preliminary assessment/site inspection") 8668, 8694, 8767, 8780-8781, **8858**

Preliminary remediation goals (see "Remedial investigation/feasibility study -- Remediation goals -- Preliminary")

Preparedness planning (see also "Contingency plan(s)") 8671-8672, 8683, 8790, **8814, 8818-8819, 8826-8828, 8835-8837, 8842**

Pre-remedial response (see "Response action -- Pre-remedial," "Preliminary assessment," "Preliminary assessment/site inspection," and "Site inspection")

Primary balancing criteria (see "Feasibility study -- Nine criteria")

<u>Proposed plan (cont.)</u>	<u>Public participation requirements</u>
(functional categories) -- Primary balancing criteria")	Field sampling plan 8708, 8843, 8845, 8
Principal threats (see "Threats -- Principal")	8
Prior approval (see "Claims -- Preauthorization or prior approval")	4
Private party(ies) 8670, 8678, 8681, 8688, 8694, 8774, 8792-8799, 8831, 8840- 8841, 8858	7
Private party cleanups (see also "Consistent with the NCP," "Nongovernmental participation," and "Person(s)") 8666, 8670, 8678, 8681, 8688, 8694, 8703, 8707, 8711, 8826-8827, 8829-8831, 8834, 8838, 8840-8842, 8845, 8858-8859, 53 <u>FR</u> 51452	,
-Documentation and cost recovery (see "Documentation and cost recovery -- Private party cleanups")	8
Procedures for planning and implementing off-site response actions (see "Off-site -- Procedures for planning and implementing off-site response actions")	7
Product schedule (see "NCP Product Schedule")	8
Program expectations (see "Remedial investigation/feasibility study -- Program expectations")	8
Program goal (see "Remedial investigation/feasibility study -- Program goal")	4
Program management principles (see "Remedial investigation/feasibility study -- Program management principles")	5
Project plans 8694, 8707-8708, 8715	8
-Health and safety plan 8707	7
	8

<u>Proposed plan (cont.)</u>	<u>Public participation requirements</u>
8	,
5	
9	8
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	8
<i>Definition of 8817</i>	6
	0
<i>-Remedial action</i>	
	<i>-Sampling and analysis plan 8694, 8707-</i>
<i>-Removal actions 8843</i>	8
	7
<i>-RI/FS workplan 8707-8708, 8712, 8730,</i>	0
	8
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Proposed plan (cont.)

Public participation requirements

8	8
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-Public review and comment 8668-8669,	
8	8
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2	4
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8	8
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-	,
8	8
8	7
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0	8
-Site investigation 8845	,
Property boundary of facility	8
	7
Proposed plan 8694, 8712, 8719, 8730-	3
8733, 8745, 8748, 8761, 8766-8773, 8780-	0
8784, 8805, 8850-8851, 8854-8856, 8859-	,
8860, 53 FR 51430	
-Availability of 8731, 8807, 8850-8851,	8
	7
8	3
8	3
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,	8
8	7
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	8
-Contents of 8704, 8720, 8730, 8850-	7
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Proposed plan (cont.)

Public participation requirements

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<i>-State involvement</i>	
8668, 8723-8724,	
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	-Amendment to Record of Decision (see 5 also "Record of Decision -- 3 Amendment to") 8850, 8852	
	<u>F</u> Community interview(s) 8776-8768, 8844 , <u>R</u> 8847 , 53 <u>FR</u> 51450	
	5Community relations 8680, 8687, 8707, 1 8730, 8766-8771, 8773, 8798, 8817 , 4 8831-8832, 8844, 8847, 8851-8852 , 5 8858 , 53 <u>FR</u> 51450-51453 7	
	Definition of 8815	
Protection of human health and the environment (see "Feasibility study -- Nine criteria (to evaluate alternatives) -- Protection of human health and the environment" and "CERCLA section 121 requirements for selection of remedy -- Protection of human health and the environment")	-Community Relations Coordinator (CRC) (see also "Administrative Record -- Records Coordinator")	
PRP (see "Potentially responsible party(ies)")	Definition of 8814-8815 , 53 <u>FR</u> 51399	
Public comment period (see "Public participation requirements -- Public comment period")	-Community Relations Plan (CRP) 8707,	8
Public information and community relations (see also "Public participation requirements -- Community relations") 8669, 8680, 8707, 8724, 8730, 8844, 8846- 8847 , 53 <u>FR</u> 51402	,	7
Public Information Assist Team (PIAT) 8678, 8814, 8831	,	6
Public participation requirements 8668, 8724, 8757, 8766-8771, 8773, 8793, 8795, 8797-8801, 8805-8808, 8814-8815, 8817 , 8830-8832, 8836-8837, 8840, 8844-8847 , 8850-8852, 8855, 8858, 8860-8861 , 53 <u>FR</u> 51402, 53 <u>FR</u> 51405	,	6
-Administrative record (see "Administrative record -- Public participation requirements")		8

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-Enforcement actions 8701, 53 FR 51452

-Explanation of Significant Differences

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-Fact sheet (see entry below under this
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-Information repository (see also
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<i>Preliminary assessment/site inspection</i>		
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<i>Proposed plan (see "Proposed plan --</i>		
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<i>-NPL process (listing and deletion)</i>)
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<i>Public briefing (see entry below under</i>		
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e <i>Public comment</i>	8681, 8691, 8694, 8699,
d	8
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<i>8Public comment period 8669, 8694, 8704-</i>	
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<i>Extending public comment period</i>	8669,
	8770, 8844, 8851-8852, 8861
<i>Length of public comment period</i>	8766,
	8769-8770, 8807-8808, 8844,
	8846, 8861
<i>On administrative record</i> (see	<i>-Record of Decision</i> (see "Record of
"Administrative record --	Decision")
<i>Public participation</i>	<i>-Remedial design/remedial action</i> (see
<i>requirements</i> ")	also "Remedial design/remedial
<i>Public meeting</i>	action") 8850, 53 FR 51450, 53 FR
8697, 8707, 8766-8767,	51452
8769-8770, 8773, 8794, 8851-	
8852	<i>Fact sheet</i> 8669, 8767-8768, 8770-8771,
<i>Transcript required</i>	8852
	<i>Public briefing</i> 8669, 8767, 8771
<i>Response to early comments encouraged</i>	<i>-Removal actions</i> 8669, 8806, 8831, 8844,
8769, 8805-8806, 8861	8858, 53 FR 51450
<i>Written response required</i>	<i>-RI/FS and selection of remedy</i> 8668,
8844, 8846,	8688, 8762, 8766, 8768, 8770, 8793,
8851-8852, 8860-8861, 53 FR	
51451	8855, 8858-8861
<i>-Public information and community</i>	<i>-Significant changes</i> (see entry above
<i>relations</i> 8680, 8707, 8724, 8730,	under this heading, "Explanation of
8767, 8773, 8798, 8851-8852, 8858,	<i>Significant Differences</i> ")
8860-8861, 8864	
	<i>-Technical Assistance Grants (TAGs)</i>
	8668, 8767, 8769, 8770, 8773, 8806

Public vessel (definition of) 8817 , 53 <u>FR</u> 51400	RCRA ARARs 8667, 8743-8744, 8754, 8756, 8758-8765, 53 <u>FR</u> 51443
Pump and treat (see "Remedies -- Treatment -- Pump and treat")	-Applicable to CERCLA actions 8689-8691, 8714, 8732, 8741, 8756, 8758-8760, 8762, 8765, 53 <u>FR</u> 51443
Purpose and objectives of the NCP (see also "National Contingency Plan(s)," "Scope of the NCP," "1985 NCP," and "NCP product schedule") 8666, 8668, 8670, 8677, 8685, 8836	-Area of contamination (AOC) 8688-8689, 8692, 8758, 8760, 53 <u>FR</u> 51444
QAPP (see "Project plans -- Quality assurance project plan")	-Closure 8743, 8758-8760, 8762, 8764-8765, 8767, 8770, 53 <u>FR</u> 51445
QA/QC (see "Quality assurance/quality control")	Clean closure 8743, 53 <u>FR</u> 51445
Quality assurance project plan (QAPP) (see "Project plans -- Quality assurance project plan")	Hybrid closure 8743, 53 <u>FR</u> 51446
Quality assurance/quality control (QA/QC) 8694, 8735, 8817 , 8852 , 8859-8860 , 8862-8864	
RA (see "Remedial design/remedial action -- Remedial action" and "Regional Administrator")	
Radiological Assistance Teams (RATs) (see "EPA Radiological Assistance Teams")	
Radiological Plan (see "Federal Radiological Emergency Response Plan")	
Range of alternatives (see "Feasibility study -- Alternatives (remedial) -- Range of")	
RATs (see "EPA Radiological Assistance Teams")	
RCP (see "Contingency plan(s) -- Regional")	
RCRA 8689, 8690, 8737, 8754, 8764, 8786-8797	

Recovery under RCRA section 106(b)

Remedial design/remedial action

Landfill closure (see also "Municipal landfills") 8737, 8743, 8760, 53 FR 51446

-*Corrective action* 8759-8760, 8766, 53 FR 51445

-*Design and operating* 8758-8759, 8765, 53 FR 51445

-*Determination whether waste is a hazardous waste* (see "Testing -- RCRA waste")

-*Land disposal restrictions (LDRs)* 8721, 8741, 8755, 8758-8762, 8764, **8819, 8849, 8851**, 53 FR 51444

Best demonstrated available technology (BDAT) requirements 8704, 8759-8762, 53 FR 51445

Placement 8725, 8731, 8758-8760, 8767, 53 FR 51445

Presumption that BDAT is not appropriate for contaminated soil and debris 8721, 8741, 8760-8762

Treatability variance 8691, 8692, 8721, 8741, 8760-8762

-*Relevant and appropriate to CERCLA actions* 8741, 8743-8744, 8759-8763, 53 FR 51446

-*Storage* 8690, 8755, 8758, 8760, 8763, 53 FR 51444

-*Treatment* 8673, 8679, 8681, 8688-8692, 8695, 8755, 8758, 8760, 8778, 8811-**8813**, 53 FR 51444

RD (see "Remedial design/remedial action -- Remedial design")

Reasonable maximum exposure scenario (see "Remedial investigation -- Risk

assessment -- Reasonable maximum exposure scenario")

Recategorizing sites (see "National Priorities List -- Recategorizing sites")

Recontracting (see "Remedial design/remedial action -- Recontracting")

Record of Decision (ROD) (see also "Decision document" and "Documenting the decision") 8699-8700, 8704-8705, 8720, 8729-8732, 8735-8736, 8738-8740, 8761, 8766, 8770-8773, 8775-8776, 8778-8779, 8781-8786, 8801, 8811-8812, **8814, 8828, 8850-8856, 8860-8861**, 53 FR 51430

-*Amendment to* (see also "Public participation requirements -- Amendment to Record of Decision") 8758, 8770-8772, 8807, **8852**

-*Changes to* 8739-8740, 8747, 8757-8758, 8771-8772, 8785, 8807-8808, **8852**, 53 FR 51451-51452

-*Contents of* 8720, 8730-8732, 8757-8758, **8850-8851**

-*Explanation of Significant Differences (ESD)* 8731, 8758, 8770-8773, 8784-8785, 8807, **8850-8852, 8861**, 53 FR 51451

-*Fundamental alteration* (see entry above under this heading, "Amendment to")

-*Notice of availability* 8731, 8766, 8772-8773, **8852**, 53 FR 51451

-*Responsiveness summary* 8731, 8767, 8769, **8851-8852**, 53 FR 51451

Records coordinator (see "Administrative record -- Records Coordinator" and "Public participation requirements -- Community Relations Coordinator")

Recoverable costs (see "Documentation and cost recovery -- Recoverable costs")

Recovery under RCRA section 106(b)

Remedial design/remedial action

Recovery under CERCLA section 106(b) (see "Documentation and cost recovery -- Recovery under CERCLA section 106(b)")

Reduction of 90 to 99 percent of toxicity or mobility (see "Remedies (types of) -- Treatment (or treatment technology) -- Reduction of 90 to 99 percent in toxicity or mobility")

Reduction of toxicity, mobility, or volume through treatment (see "CERCLA section 121 requirements for selection of remedy" and "Feasibility study -- Nine criteria (to evaluate alternatives) -- Reduction of toxicity, mobility, or volume through treatment")

Reference doses (RfDs) 8711-8713, 8715, 8745, 8765

Regional Administrator (RA) 8698, 8782, 8819, 8844, 8854, 8856

Regional contingency plan (RCP) (see "Contingency plan(s) -- Regional")

Regional Response Center (RRC) 8814, 8827

Regional Response Team (RRT) 8668, 8671-8674, 8676-8678, 8681-8682, 8684-8686, 8788, 8790, 8808-8809, 8814, 8819-8820, 8822, 8826-8828, 8830, 8832, 8834-8838, 8840, 8844, 8857, 8861-8862

Regional site manager 8806

Regulatory impact analysis (RIA) 8810-8811, 53 FR 51471

Reimbursement 8681, 8697, 8702-8703, 8798-8799

-Local governments (see also "Documentation and cost recovery -- Local governments") 8799, 53 FR 51411

-Section 106(b) costs (see "Documentation and cost recovery -- Recovery under CERCLA section 106(b)")

Relationship between removal and remedial activities (see also "Removal action(s) -- Contribute to efficient performance of the remedial action") 8817, 8828, 8843, 53 FR 51405, 53 FR 51409, 53 FR 51411

Release (see also "Threat of discharge or release" and "Discharge of oil")

-Definition of 8817, 53 FR 51403

-Size classes of release 8818

-Threat of (see "Threat of discharge or release")

Release from liability (see "Liability -- Release from liability")

Relevant and appropriate requirements (see "Applicable or relevant and appropriate requirements -- Relevant and appropriate requirements")

Relocation 8818, 8830, 8833, 8843, 8865

Remedial design/remedial action (RD/RA) 8684, 8687, 8735-8736, 8755, 8770-8772, 8775, 8784-8785, 8797-8799, 8852-8858, 53 FR 51453

-Compliance with ARARs (see "Applicable or relevant and appropriate requirements -- Remedial actions, compliance with ARARs during")

-Conflict of interest 8735-8736, 8852-8853, 53 FR 51453

-Operation and maintenance (see "Operation and maintenance")

-*Public participation* (see "Public participation requirements -- Remedial design/remedial action")

-*Recontracting* (see also "Contracting")

8853, 53 FR 51453

-*Remedial action* (RA)

Definition of 8818

Removal action, relationship to (see "Relationship between removal and remedial activities")

-*Remedial action objectives* (see "Remedial investigation/feasibility study -- Remediation goals")

-*Remedial design* (RD) 8704-8705, 8739, 8747, 8758, 8771-8773, 8778, 8784-8785, 8814, 8817, 8852, 8854

Definition of 8817, 53 FR 51399

-*State involvement* (see "State involvement")

Remedial investigation (RI) (see also "Remedial investigation/feasibility study" and "Feasibility study") 8684, 8694, 8700, 8702-8714, 8719, 8721, 8724, 8729-8730, 8755-8756, 8766-8768, 8801-8805, 8814-8815, 8817, 8846-8852, 8860, 53 FR 51425

-*Baseline risk assessment* (see entry below under this heading, "Risk assessment -- Baseline risk assessment")

Definition of 8817, 53 FR 51399

-*Preliminary remediation goals* (see "Remedial investigation/feasibility study -- Remediation goals -- Preliminary")

-*Remedial action objectives* (see "Remedial investigation/feasibility study -- Remedial action objectives")

-*Remediation goals, levels, and standards* (see "Remedial investigation/feasibility study -- Remediation goals" and "Cleanup goals, levels, and standards")

-*Risk assessment* 8700, 8704, 8708-8713, 8715-8718, 8745, 8748, 8751, 8753-8754, 8767-9769, 8775, 8801, 8803, 8805, 8830-8831

Baseline risk assessment 8704, 8708-8714, 8716-8718, 8847-8848, 53 FR 51425

Exposure assessment 8708-8710, 8860, 53 FR 51425

Exposure assumptions 8847-8848, 8860

Exposure levels 8708, 8710, 8712, 8715, 8717-8718, 8753, 8848

Exposure pathways 8709-8710, 8712-8713, 8715, 8717, 8719, 8726

Land use 8710

Purpose of risk assessment 8709, 8847-8848

Reasonable maximum exposure scenario
8710, 8712-8713, 8715-8717

Toxicity assessment 8708-8711, 53 FR
51425

-Sampling and analysis plan (see "Project
plans -- Sampling and analysis plan")

Remedial investigation/feasibility study
(RI/FS) (see also "Remedial
investigation" and "Feasibility study")
8668-8670, 8676, 8687-8688, 8698, 8703,
8775, 8781-8784, 8790, 8797-8798, 8801,
8803, 8805, **8828, 8845-8848, 8850-8851,**
8854-8856, 8858-8860, 53 FR 51422

-Conceptual site model 8707-8708, **8847**

-Data quality objectives (DQOs) 8708,
8766, **8817, 8843, 8845, 8847**

-Program expectations 8669, 8677, 8700-
8707, 8713-8714, 8720-8725, 8734-
8735, **8831, 8835, 8844, 8846-8847,**
8849, 8854-8855, 8862

-Program goal 8669, 8696, 8700-8702,
8704-8707, 8711-8716, 8718-8719,
8721, 8724-8670, 8727, 8729, 8731-
8734, 8738-8741, 8744-8746, 8750-
8756, 8764, 8772, 8774, 8776, 8783,
8793, 8798, 8810, 8812

-Program management principles 8722, 53
FR 51423

Bias for action 8702-8707, 8722, **8846**

Streamlining 8702-8707, 8713-8715, 8725

-Project plans (see "Project plans")

-Remedial action objectives 8712-8713,
8735, 8738-8740, 8747, 8753-8754,
8756, 8766-8769, 8773, **8848**, 53 FR
51425

-Remediation goals 8709-8711, 8721,
8727, 8733-8734, 8738-8740, 8744-

<u>Remedies (types of) (cont.)</u>	<u>Removal action(s)</u>
8745, 8753, 8755, 8766, 8769, 8772, 8791, 8812, 8852-8853	Remediation goals or levels (see "Remedial investigation/feasibility study -- Remediation goals")
Final 8718	
Preliminary 8707, 8709, 8712-8718, 8723- 8724, 8729, 8732, 8745	Remedies (types of) 8700-8741, 8743- 8750, 8752-8758, 8761-8762, 8766, 8768- 8773, 8775-8780, 8782-8786, 8793, 8797- 8798, 8800-8804, 8807, 8810, 8813, 8816- 8818, 8827, 8841, 8845-8848, 8850-8856, 8858, 8865
-Remediation levels 8705, 8718	
-RI/FS workplan (see "Project plans -- RI/FS workplan")	-Containment 8684, 8687, 8701-8703, 8706, 8708-8723, 8727, 8731-8738, 8809- 8812, 8830, 8833-8835, 8840, 8843, 8846, 8849, 8865, 53 FR 51427
-Scoping 8704-8708, 8712, 8714, 8731, 8733, 8744, 8747, 8766, 8774-8775, 8797, 8805, 8846-8847, 53 FR 51424	-Definition of remedy or remedial action 8818
-Site management planning 8702, 8706, 8815, 8827-8828, 8853-8858, 8860-8861	-Engineering controls 8846, 8848-8849, 8852, 53 FR 51423
-Treatability testing (see "Testing -- Treatability testing")	-Innovative technologies (see entry below under this heading, "Treatment -- Innovative")
Remedial Preliminary Assessment (PA) (see "Preliminary Assessment -- Remedial PA")	- Institutional controls (see also "State -- Assurances -- Institutional controls") 8701-8703, 8706-8707, 8709-8711, 8714, 8717, 8720, 8722, 8732, 8734, 8740, 8753-8754, 8778- 8779, 8846, 8849, 8853-8856, 53 FR 51423, 53 FR 51440
Remedial priorities (see also "National Priorities List -- Establishing remedial priorities") 8687, 8698, 8774, 8780, 8845	Access restrictions (see "Access" and "Entry and access")
Remedial Project Manager (RPM) (see also "Special teams and other assistance available to OSCs/RPMs") 8668-8669, 8677-8682, 8684, 8697, 8757, 8787-8788, 8814-8817, 8819-8820, 8826-8828, 8830- 8831, 8834-8835, 8844, 53 FR 51401	-Interim (see also "Applicable or relevant and appropriate requirements -- Waivers -- Interim measures" and "Operation and maintenance -- Temporary or interim measures") 8703-8707, 8720, 8722, 8732, 8738-8739, 8747-8748, 8763
-Definition of 8828, 53 FR 51398	-Source control 8671, 8712, 8732, 8736- 8740, 8853, 53 FR 51454
-General responsibilities 8671-8675, 8789-8792, 8820, 8827-8830	Action or measures 8711, 8721, 8738- 8739, 8747-8748, 8763, 8818
Remedial response 8698, 8740, 8771, 8776, 8779, 8782, 8816-8817, 8819, 8840, 8845, 8847, 8853-8856	
Remedial site evaluation (see "Site evaluation -- Remedial")	

<u>Remedies (types of) (cont.)</u>	<u>Removal action(s)</u>
<i>Definition of</i> 8818 , 53 <u>FR</u> 51399	
<i>Maintenance measures</i> (see also "Operation and maintenance -- <i>Ground water restoration methods</i> " and " <i>State -- Assurances -- Operation and maintenance</i> ") 8711, 8735-8740, 8788, 8818	<i>Reduction of 90 to 99 percent in toxicity or mobility</i> 8701, 8721, 8732
<i>Definition of</i> 8818	<i>Residuals</i> 8703, 8720, 8722, 8727-8728, 8759, 8846 , 8848-8849
<i>-Treatment (or treatment technology)</i> 8688-8691, 8695, 8700-8703, 8708, 8714, 8716, 8717, 8719-8721, 8724-8727, 8729, 8731-8732, 8736-8741, 8749-8765, 8772, 8801, 8804, 8811, 8816-8819 , 8830 , 8840 , 8849-8855 , 8865	<i>Resource recovery</i> 8668, 8700, 8719-8720, 8724, 8726, 8728-8729, 8731, 8751, 8793, 8850 , 8852
<i>Alternative</i> 8668, 701, 8708, 8711-8715, 8719-8720, 8724-8727, 8729, 8751, 8793, 8811, <u>FR</u> 51427	<i>Soil washing</i> 8715
<i>Bioremediation</i> 8715, 8721-8722, 8726, 8749	<i>Solidification</i> 8721
<i>Definition of</i> 53 <u>FR</u> 51400	<i>Stabilization</i> 8695-8696, 8698, 8701, 8704, 8722, 8739, 8761, 8806
<i>Incineration</i> 8691, 8721, 8726, 8728, 8749, 8755, 8761, 8764, 8818 , 8843 , 8865	<i>Thermal destruction</i> (see also entry above under this heading, " <i>Incineration</i> ") 8721, 8772
<i>Innovative</i> 8669, 8701-8702, 8712, 8714-8715, 8721-8722, 8748, 8772, 8846 , 8848	<i>Thermal oxidation</i> 8865
<i>Limitations on use of treatment</i> 8729, 8735	<i>Treatability variance</i> (see "RCRA ARARs -- <i>Land disposal restrictions</i> -- <i>Treatability variance</i> ")
<i>Preference for</i> 8667, 8700, 8719-8721, 8809, 8811	<i>Treatment trains</i> 8701, 8721
<i>Program goal or expectations</i> (see "Remedial investigation/feasibility study -- <i>Program goal</i> " and "Remedial investigation/feasibility study -- <i>Program expectations</i> ")	<i>Remedy, selection of</i> (see "Selection of remedy" and "Public participation requirements -- <i>RI/FS and selection of remedy</i> ")
<i>Pump and treat</i> 8705, 8708, 8720, 8734, 8757, 8772	<i>Removal action(s)</i> 8677, 8682-8683, 8687-8689, 8693-8694, 8696-8698, 8703-8704, 8707-8708, 8715, 8737, 8740-8741, 8744-8745, 8747, 8755-8756, 8760, 8764, 8766-8767, 8770, 8772-8773, 8775, 8777-8779, 8796-8802, 8805-8807, 8813 , 8816-8817 , 8827-8830 , 8834-8835 , 8837-8840 , 8842-8846 , 8849 , 8853-8854 , 8857-8858 , 8860-8861 , 8865 , 53 <u>FR</u> 51404, 53 <u>FR</u> 51409
	<i>-Action memorandum</i> 8859 , 53 <u>FR</u> 51469
	<i>-Actions under CERCLA section 106</i> (see also "Documentation and cost")

Removal action(s) (cont.)

Removal action(s) (cont.)

- recovery -- Recovery under CERCLA
section 106(b)") 8668, 8726, **8843,**
8859
- Administrative record (see
"Administrative record -- Removal
action")
- Applicable or relevant and appropriate
requirements 8694-8696, 8707,
8741, 8747, 8756, 8797, **8814, 8857**
- Compliance with ARARs during removals to
the extent practicable **8843,**
8858
- Scope of the removal action 8694-8696,
8843, 53 FR 51411
- Urgencies of the situation 8694-8696,
8704, 8741, 8756, 8796, **8843,**
53 FR 51411
- Waivers (see "Applicable or relevant and
appropriate requirements --
Waivers - Removal actions")
- Appropriateness of removal action 8704,
8706, 8715, **8842-8844, 8860**
- ARARs (see entry above under this
heading, "Applicable or relevant
and appropriate requirements")
- Community relations (see "Public
participation requirements -- Removal
actions")
- Compliance with other laws (see entry
above under this heading, "Applicable or
relevant and appropriate requirements")
- Consistency exemption (see entry below
under this heading, "Exemptions from
statutory limits -- Consistency
exemption")
- Contribute to the efficient performance
of the remedial action (see also
"Relationship between removal and
- remedial activities") 8667, 8694, 8704,
8843, 53 FR 51409
- Definition of remove/removal **8818**
- Emergency removal 8694, 8697-8698,
8801, 8803, 8806-8807, **8833-8834, 8839-**
8840, 8844, 53 FR 51409
- Emergency exemption (see entry below
under this heading, "Exemptions from
statutory limits -- Emergency exemption")
- Engineering Evaluation/Cost Analysis
(EE/CA) 8795-8796, 8806-8807, **8843-8844,**
8861, 53 FR 51410
- Exemptions from statutory limits (see
also entry below under this heading,
"Statutory limits") 8667, 8669, 8694,
8696, 8704, 53 FR 51409
- Consistency exemption 8667, 8694
- Emergency exemption 8667
- Goals 8696, 8722
- Non-time-critical 8669, 8694, 8696-
8698, 8740, 8770, 8805-8807, **8860-8861,**
FR 51409
- NPL sites, removal actions at 8682,
8704, **8843, 8845, 8857**
- Off-site policy 53 FR 51410
- On-scene coordinator (see also "On-scene
coordinator") **8828-8829, 8832,**
8835, 8837-8839, 8844
- Planning period **8843-8844, 8860**

<u>Removal action(s) (cont.)</u>	<u>Response operations</u>
-Post-removal site control 8668, 8671, 8697-8698, 8817-8818, 8843-8844, 8852-8857, 8865 , 53 <u>FR</u> 51410	
<i>Definition of 8817</i>	
Site characterization 8697-8698, 8702- 8704, 8708	
-Preliminary assessment (PA) (see "Preliminary assessment -- Removal PA")	
-Public participation (see "Public participation requirements -- Removal actions")	
-Remedial action, relationship to (see "Relationship between removal and remedial activities")	
-Sampling and analysis plan (see "Project plans -- Sampling and analysis plan")	-Time-critical 8693-8697, 8767, 8770, 8806-8807, 8860-8861 , 53 <u>FR</u> 51409
-Scope of the removal action (see entry above under this heading, "Applicable or relevant and appropriate requirements -- Scope of the removal action")	-"Trigger" levels 53 <u>FR</u> 51411
-Site inspection (see "Site inspection")	-Types of removal activities 8703-8704, 8708
-State involvement (see "State involvement")	-Waivers from ARARs (see "Applicable or relevant and appropriate requirements -- Waivers -- Removal actions")
-Statutory exemption (see entry above under this heading, "Exemptions from statutory limits")	Removal site evaluation (see "Site evaluation -- Removal")
-Statutory limits (see also entry above under this heading, "Exemptions from statutory limits") 8694, 8696, 8703-8704, 8756, 8806, 8843 , 53 <u>FR</u> 51409, 53 <u>FR</u> 51411	Remove (see "Removal action(s)")
Federal facility sites 8731	Reportable quantity (RQ) 8667, 8675- 8677, 8686, 8741, 8795, 8829, 8841
Time and dollar limits 8667, 8694, 8696, 8703-8704, 53 <u>FR</u> 51409	Reporting and investigation 8667, 8675- 8676, 8682-8683, 8685-8687, 8693, 53 <u>FR</u> 51394
	Reporting and recordkeeping 8667, 8675- 8676, 8683, 8686, 8693, 8704, 8756-8757, 8795, 8813, 8818, 8826-8830, 8835-8838

<u>Responsible parties</u>	<u>Sinking agents</u>
-Administrative requirements (see "Applicable or relevant and appropriate requirements -- <i>Substantive versus administrative requirements</i> ")	Responsibilities of trustees (see "Trustees for natural resources -- <i>Responsibilities</i> ")
-Component of operation and maintenance (see "Operation and maintenance -- <i>Reporting and recordkeeping</i> ")	
Research and Special Programs Administration (RSPA) 8814, 8835	
Resolution of disputes (see "Disputes -- <i>Resolution of</i> ")	
Resource Conservation and Recovery Act (see "RCRA")	
Respond (definition of) 8818	
Response action	
-Definition of 8818	
-Determination to initiate (see "Initiation of action")	
-Limitations on 8668, 8672, 8695-8696, 8698, 8717, 8734, 8739, 8839, 8842, 53 FR 51405	
Drinking water supplies 8840	
Naturally occurring substances 8706, 8734, 8753, 8756, 8840	
Part of structures 8840	
-Multi-regional 8678, 8830	
-Pre-remedial 8819, 8853-8855	
Response operations 8671, 8677, 8684, 8826-8827, 8829-8830, 8835, 53 FR 51402	
Responsible parties (see "Potentially responsible party(ies)")	Responsiveness summary (see "Record of Decision -- <i>Responsiveness summary</i> ")

<u>Site characterization</u>	<u>State</u>
RI (see "Remedial investigation")	Scope of the NCP (see also "National Contingency Plan(s)") 8669-8670, 8746, 8759, 8772, 8814, 8836, 8840, 8850-8853, 8864
RIA (see "Regulatory Impact Analysis")	
Ripeness 8798	
Risk assessment (see "Remedial investigation -- Risk assessment")	Scoping (see "Remedial investigation/feasibility study -- Scoping")
Risk range (see also "Additive risk or additivity" and "Multiple contaminants or pathways") 8715-8718, 8745, 8848, 53 FR 51426	Screening of alternatives (see "Feasibility study -- Alternatives -- Screening of")
-Acceptable risk range 8669, 8713, 8715-8718, 8727, 8729, 8750-8753, 8758, 8811-8812	Selection of remedy 8677, 8670, 8687, 8700, 8706, 8716, 8720, 8723-8724, 8727, 8731, 8766, 8768-8769, 8775, 8778, 8782-8784, 8797-8798, 8801-8802, 8805, 8811-8812, 8816-8817, 8846-8848, 8850-8852, 8854-8856, 8858, 8860, 8865, 53 FR 51422-51423, 53 FR 51429, 53 FR 51457
-Point of departure 8669, 8701, 8713, 8715-8719, 8729	
ROD (see "Record of Decision")	-Nine criteria (see "Feasibility study -- Nine criteria (functional categories)")
RP (see "Potentially responsible party(ies)")	-Public participation requirements (see "Public participation requirements -- RI/FS and selection of remedy")
RPM (see "Remedial Project Manager")	
RQ (see "Reportable quantity")	-State involvement (see "State -- Selection of remedy")
RRC (see "Regional Response Center")	
RRT (see "Regional Response Team")	-Statutory mandates for (see "CERCLA section 121 requirements for selection of remedy")
RSPA (see "Research and Special Programs Administration")	Settlements (see "Potentially responsible party(ies) -- Settlements")
SAC (see "Support Agency Coordinator")	Short-term effectiveness (see "Feasibility study -- Nine criteria (to evaluate alternatives) -- Short-term effectiveness")
Sampling and analysis plan (see "Project plans -- Sampling and analysis plan")	SI (see "Site inspection")
SARA (see "Superfund Amendments and Reauthorization Act of 1986" and "Title III")	Significant change or difference (see "Record of decision -- Explanation of Significant Differences" and "Public
Scientific Support Coordinator (SSC) 8678-8679, 8684, 8809, 8814, 8830-8831, 8835	

<u>Site characterization</u>	<u>State</u>
participation requirements -- <i>Explanation of Significant Differences</i>)	
Sinking agents 8687, 8808, 8816, 8818, 8838, 8862	
Site characterization 8702-8704, 8708-8709, 8747, 8763, 8776, 8817, 8835, 8841, 8845, 8847-8848, 8856	Size classes of discharges (see "Discharge of oil -- <i>Size classes of discharge</i> ")
Site control (see "Removal action(s) -- Post-removal site control -- Site characterization")	Size classes of releases (see "Release -- <i>Size classes of release</i> ")
Site evaluation 53 <u>FR</u> 51404, 53 <u>FR</u> 51413	SMOA (see "State -- <i>Superfund Memorandum of Agreement</i> ")
- <i>Remedial</i> 8669, 8687, 8693-8694, 8775, 8797, 8842, 8844, 8858, 53 FR 51411	Soil and debris (see "RCRA ARARs -- <i>Land disposal restrictions</i> ")
- <i>Removal</i> 8669, 8687, 8693, 8797, 8806, 8842, 8844-8845, 8858, 8860, 53 FR 51408-51409	Soil washing (see "Remedies -- <i>Treatment (or treatment technology)</i> -- <i>Soil washing</i> ")
Site inspection (SI) (see also "Response action -- <i>Pre-remedial</i> ," " <i>Preliminary assessment</i> ," and " <i>Preliminary assessment/site inspection</i> ") 8668, 8676, 8694, 8767, 8796, 8814, 8842, 8844-8845, 8847, 8854-8855, 8860, 53 FR 51413	Solidification (see "Remedies -- <i>Treatment (or treatment technology)</i> -- <i>Solidification</i> ")
- <i>Definition of</i> 8818, 53 FR 51399	Source control (see "Remedies -- <i>Source control</i> ")
- <i>Removal SI</i> 8842	Special notice and moratoria (see "Potentially responsible party(ies) -- <i>Special notice and moratoria</i> ")
- <i>Remedial SI</i> 8694, 8844-8845	Special teams and other assistance available to OSCs/RPMs (see also "Remedial Project Manager" and "On-scene coordinator") 8671, 8678, 8830, 53 FR 51402
Site investigation 8668, 8693-8694, 8705, 8744, 8805, 8818	Specified ports and harbors 8815-8816, 8818
Site management planning (see "Remedial investigation/feasibility study -- Site management planning")	- <i>Definition of</i> 8818
SITE program (see "Superfund Innovative Technology Evaluation program")	SSC (see "Scientific Support Coordinator" or "Superfund state contract")
Siting laws 8741, 8814, 8817, 8843, 8848-8850, 53 FR 51459	

Stabilization (see "Remedies -- Treatment -- Stabilization")

Standard of liability (see "Liability -- Standard of liability")

Standing team **8826**

State 8667, 8670, 8673-8674, 8679-8682, 8685-8687, 8689-8690, 8712-8716, 8718, 8750, 8753-8758, 8760-8761, 8763-8766, 8769-8782, 8785-8786, **8816-8817, 8819, 8826-8828, 8831-8862**

-Administrative record (see "Administrative record -- State-lead site")

-Agreements with states (see also entries below under this heading, "Cooperative agreement," "Superfund Memorandum of Agreement," and "Superfund state contract") 8668, 8670-8671, 8674, 8677, 8683-8688, 8696, 8697, 8771, 8773, **8814, 8819, 8828-8829, 8833, 8853-8856**

-Annual consultations with EPA 8691, 8697, **8854-8856**

-ARARs (see "Applicable or relevant and appropriate requirements -- State ARARs")

-Assurances 8670, 8680, 8696, 8706, 8736-8740, 8775-8779, 8782-8784, 8793, 8798, 8802, **8819, 8831-8832, 8843, 8845, 8847, 8854-8857, 8859-8860, 53 FR 51455**

Acquisition of real property 8670, 8736, 8778-8779, 53 FR 51456

Cost-share (see also "Operation and maintenance -- Cost-share") 8696, 8736-8740, 8775, 8777-8778, 8784, **8843, 8854, 8857, 8855, 8875, 8878**

Institutional controls (see also "Remedies -- Institutional controls") 8740, 8753-8754, **8846, 8848-8849, 8853-8855**

Off-site facility compliance (see also "Off-site") **8854-8855, 53 FR 51456**

Operation and maintenance (see also "Operation and maintenance") 8706, 8739, 8777-8778, **8854-8855, 53 FR 51456**

20-year capacity 8741, 8777-8779, **8854-8855, 53 FR 51456**

<u>State (cont.)</u>	<u>Substantial compliance</u>
-Concurrence (see also "Concurrence") 87818786, 8808-8810, 8855-8857, 8861-8862 , 53 <u>FR</u> 51457-51458	8776, 8787, 8816, 8819, 8827, 8831, 8835, 8853-8854
-Cooperative agreement (see also entry above under this heading, "Agreements with states") 8668, 8671, 8674, 8677, 8683, 8684, 8687, 8688, 8696-8698, 8740, 8756, 8771-8773, 8775-8777, 8779-8781, 8785, 8814-8816, 8828-8829, 8833-8836, 8838, 8840, 8843, 8853-8857	-Notification of negotiations with PRPs (see "Potentially responsible party(ies) -- Negotiations with PRPs")
<i>Definition of 8815</i> , 53 <u>FR</u> 51399	-NPL process (listing and deletion) 8667, 8670, 8680, 8693, 8699-8700, 8780-8781, 8845, 8854-8855 , 53 <u>FR</u> 51456
-Cost-share (see entry above under this heading, "Assurances")	-Preliminary assessment/site inspection 8668, 8670, 8767, 8780-8781, 8819, 8828, 8854-8855
-Credit (against cost-share) 8779-8780, 8783, 8854-8855	-Proposed plan 8850-8851, 8854-8856
-Deferral policies (see "Deferral policies")	-Remedial design/remedial action 8668, 8670, 8672, 8683-8684, 8696, 8698, 8739, 8771, 8782-8785, 8819, 8828, 8850, 8853-8856
<i>Definition of 8819</i> , 53 <u>FR</u> 51398, 53 <u>FR</u> 51400	-Remedial investigation/feasibility study 8668, 8670, 8684, 8776, 8779, 8819, 8828, 8853-8855
-Dual enforcement standards (see "Enforcement -- Dual enforcement standards")	
-Enforcement (see "Enforcement")	
-Enhancement of remedy 8670, 8783-8785, 8856	
-Federal facilities and states 8667, 8676, 8683-8684, 8687-8688	
-Inconsistent application of state requirements waiver (see "Applicable or relevant and appropriate requirements -- Waivers -- Inconsistent application of state requirements")	
-Joint inspection with EPA 8699, 8739, 8785, 8856	
-Lead agency, state as 8669-8670, 8680, 8684, 8688, 8694, 8696-8698, 8756,	

<u>Substantive versus administrative requirements</u>	<u>Time</u>
- <i>Removal actions</i> 8671-8672, 8677, 8683, 8695-8698, 8777, 8856-8857, 8819, 8828, 8839, 8843, 8853-8854, 8857, 53 FR 51455	8686-8698, 8738, 8775, 8785-8786, 8795, 8814, 8819, 8826-8829, 8832, 8835, 8838-8839
- <i>Review of documents</i> 8669, 8673, 8681-8682, 8700, 8780-8781, 8853-8857	State and public participation 53 FR 51395
- <i>Selection of remedy</i> 8668-8669, 8687, 8691, 8766, 8768-8769, 8782-8783, 8814, 8828, 8853-8856, 53 FR 51456-51457	State ARARs (see "Applicable or relevant and appropriate requirements -- State ARARs")
- <i>Siting laws</i> (see "Siting laws")	State assurances (see "State -- Assurances")
- <i>State acceptance</i> (see "Feasibility study -- Nine criteria (to evaluate alternatives) -- State acceptance")	State contract (see "State -- Superfund state contract")
- <i>State-lead sites</i> 8684, 8688, 8694, 8696-8700	State Emergency Response Commission (SERC) 8671-8673, 8677, 8682, 8684-8686, 8693, 8814, 8827, 8836-8837, 8842
<i>Remedial</i> 8827-8828, 8853-8854	State involvement 8671, 8673, 8677, 8687, 8696, 8697, 8698, 8723, 8739, 8756-8757, 8771, 8775-8780, 8782-8786, 8819, 8839, 8843, 8853-8857, 53 FR 51454, 53 FR 51456, 53 FR 51459
<i>Removal</i> 8827-8828, 8853, 8857, 53 FR 51410	State-lead (see "State -- State-lead sites")
- <i>Superfund Memorandum of Agreement (SMOA)</i> (see also entry above under this heading, "Agreements with states") 8669, 8671, 8696-8698, 8739, 8747, 8756, 8773, 8776-8777, 8779-8783, 8785-8786, 53 FR 51454	State trustees (see "Trustees for natural resources -- State")
<i>Definition of</i> 8819, 53 FR 51398	Statutory exemptions (see "Removal action(s) -- Exemptions from statutory limits")
<i>Requirements in absence of</i> 53 FR 51457, 53 FR 51459	Statutory limits (see "Removal action(s) -- Statutory limits")
- <i>Superfund state contract (SSC)</i> (see also entry above under this heading, "Agreements with states") 8671, 8674, 8683, 8688, 8696-8697, 8736, 8771, 8773, 8775-8777, 8780-8781, 8785, 8819, 8829, 8836, 8840	Statutory overview 8667-8668, 53 FR 51394
<i>Definition of</i> 8819, 53 FR 51398	Streamlining (see "Remedial investigation/feasibility study -- Program management principles -- Streamlining")
<i>State and local participation in response</i> (see also "Local governments") 8666, 8668-8675, 8677, 8679-8681, 8683-8684,	Strike Teams (see "National Strike Force")

<u>Substantive versus administrative requirements</u>	<u>Time</u>
Subpart K (see "Federal facility(ies) -- Subpart K")	
Substantial compliance (see "Consistent with the NCP -- <i>Substantial compliance</i> ")	
Substantive versus administrative requirements (see "Applicable or relevant and appropriate requirements -- <i>Substantive versus administrative requirements</i> ")	
Superfund Amendments and Reauthorization Act of 1986 (definition of) (see also "Title III" and "Extremely hazardous substance") 8818, 53 FR 51400	Surface collecting agents 8808-8809, 8816, 8819, 8861-8865
	- <i>Definition of 8819</i>
Superfund enforcement program strategy (see "Enforcement -- <i>EPA strategy on enforcement</i> ")	Synergy or synergistic effect (see "Additive risk or additivity")
Superfund Innovative Technology Evaluation (SITE) program 8721	Systemic toxicants (see "Noncarcinogens")
Superfund Memorandum of Agreement (SMOA) (see "State -- <i>Superfund Memorandum of Agreement</i> ")	TAGs (see "Public participation requirements -- <i>Technical Assistance Grants</i> ")
Superfund state contract (see "State -- <i>Superfund state contract</i> ")	TAT (see "Technical Assistance Team")
Support agency 8677, 8704, 8706-8707, 8723-8724, 8730-8732, 8744-8747, 8769, 8771-8773, 8779-8782, 8784, 8795-8796, 8800-8801, 8814, 8816, 8819, 8828, 8830, 8841, 8846, 8848-8849, 8850-8856 , 53 FR 51394-51402, 53 FR 51405-51406, 53 FR 51412-51414, 53 FR 51417, 53 FR 51436, 53 FR 51450, 53 FR 51455, 53 FR 51460, 53 FR 51464-51467, 53 FR 51471-51472	TBC(s) (see "To-be-considereds")
	Technical Assistance Grants (TAGs) (see "Public participation requirements -- <i>Technical Assistance Grants</i> ")
	Technical Assistance Team (TAT) 8678, 8697
	Technical impracticability waiver (see "Applicable or relevant and appropriate requirements -- <i>Waivers -- Technical impracticability</i> ")
	Technology (see "Remedies (types of) -- <i>Treatment (or treatment technology)</i> ")
Support Agency Coordinator (SAC) 8675, 8677, 8814, 8819, 8828, 8835	Ten year cost-share (see "State -- <i>Assurances -- Cost-share</i> ")
	Testing

Time and dollar limits

Treatment trains

-RCRA waste 8709, 8743, 8758, 8762-8763

-Treatability testing 8669, 8691-8692, 8721, 53 FR 51407-51408 (see also "On-site -- Permit exemption")

Thermal destruction (see "Remedies (types of) -- Treatment (or treatment technology) -- Thermal destruction")

Threat of discharge or release (see also "Discharge of oil" and "Release") 8675-8677, 8687, 8690, 8695, 8698, 8707-8708, 8815, 8817-8819, 8829, 8840, 8842, 8844, 8860

Threats 8667, 8676-8677, 8686-8687, 8690-8691, 8693, 8695-8696, 8698, 8701, 8703-8704, 8707-8711, 8716, 8720, 8723, 8733, 8749, 8756, 8774, 8787-8789, 8806, 8808-8809

-Principal 8701-8703, 8706-8707, 8720-8721, 53 FR 51427

Threshold, balancing, and modifying criteria (see "Feasibility study -- Nine criteria (functional categories)")

Threshold planning quantities (TPQs) (see "Title III -- Threshold planning quantities")

Time (see "Computation of time")

Time and dollar limits (see "Removal action(s) -- Statutory limits -- Time and dollar limits")

Time-critical removal actions (see "Removal action(s) -- Time-critical")

Timely identification of state ARARs (see "Applicable or relevant and appropriate requirements -- State ARARs -- Identified in timely manner")

Timeliness of notice 8682, 8788, 8837, 8841

Timely manner (see "Applicable or relevant and appropriate requirements -- State ARARs -- Identified in timely manner")

Title III (see also "Superfund Amendments and Reauthorization Act of 1986" and "Extremely hazardous substance") 8667,

8672, 8684-8686, 8693, **8818, 8836-8837,**
8842, 53 FR 51401, 53 FR 51403

Y

-*Indian tribes* (see "Indian tribe --

I
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l
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d
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iMaterial safety data sheet (MSDS) 8684,
n
g
8
3

8
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3

r
e
sReporting requirements 8667, 8675-8676,
p
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8
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8

-*Local emergency response plans* (see

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5

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g
e
n
c

8
6
9
3
,

8

Toxicity assessment (see "Remedial investigation -- Risk assessment -- Toxicity assessment")
,

Toxicological information 8709, 8711-8715, 8745, **8836**
8

Toxicological profiles 53 FR 51402
4

TPQs (see "Title III -- Threshold planning quantities")
8

Transfer of Superfund waste 8690-8691
3

Off-site (see "Off-site -- Requirements for off-site transfer")
8

Out-of-state 8670, 8740-8741
3

Transcript (see "Public participation requirements -- Public comment period -- Public meeting -- Transcript required")
8

Transport quantification 8708
4

Transportation/transport 8688, 8690, 8708-8709, 8722, 8725, 8765, 8778, **8814, 8818-8819, 8830, 8834-8836, 8840**
8

Treatability study(ies) 8708, 8714, 8756, **8846-8847**
6

Treatability testing (see "Testing -- Treatability testing")

Treatability variance (see "RCRA ARARs -- Land disposal restrictions -- Treatability variances")

Treatment or treatment technology (see "Remedies (types of) -- Treatment (or treatment technology)")

Treatment to the maximum extent practicable (see "CERCLA section 121 requirements for selection of remedy -- Permanent solutions and treatment to the maximum extent practicable")

To-be-considereds (TBCs) (see also "Applicable or relevant and appropriate requirements -- Examples of potential ARARs and TBCs") 8680, 8694-8696, 8707, 8711-8713, 8715, 8719-8720, 8722, 8725, 8728, 8741-8747, 8749, 8751, 8760, 8764-8765, 8776-8778, 8781-8782, 8792, 8796, 8799, 8811, **8841, 8847, 8849, 8854-8856, 53 FR 51435-51436, 53 FR 51440**

-Local government requirements 8798

Toxicity (see "Feasibility study -- Nine criteria (to evaluate alternatives) -- Reduction of toxicity, mobility, or volume through treatment")

Treatment, storage, and disposal facility
(see "RCRA ARARs -- Storage" and "RCRA
ARARs -- Treatment")

Treatment trains (see "Remedies --
Treatment -- Treatment trains")

Trustees for natural resources (see also
"Natural resources") 8685, 8687, 8708,
8786-8792, 8795, 8809-8810, **8814, 8861-**
8862, 53 FR 51459-51460

-Communication of information to 8681,

8

6

8

3

,

8

7

0

7

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8

7

9

0

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8

7

9

5

,

8

8

3

8

,

8

8

5

8

-Definition of **8819**, 53 FR 51399

-Concurrent jurisdiction 8787-8789, **8857**

<u>Water quality criteria</u>	<u>Workplan</u>
-Designation of 8670, 8707-8708, 8786-	6 0
8	
7	
8Lead trustee 8789-8790	
9	
7Multiple trustees 8669, 8715, 8789,	
8	
8	
8	
5	
7	
-Federal 8681-8683, 8687, 8694, 8786-	8 8
8	
7	
9	
1	
7Notification of 8669, 8678, 8682-8683,	
8	
8	
8	
4	
7	
,	
8	
8	
8	
5	
7	
-Indian tribe 8670, 8786-8790, 8857 , 53	8 7
F	
R	
,	
5	
1	
3	
9	
9	
,	
5	
3	
F	
R	
,	
5	
1	
4	

Responsibilities 8670, 8682, 8707,

-	8
8	7
7	8
9	7
2	-
,	8
8	7
8	9
8	0
3	,
0	8
,	8
8	5
8	7
3	,
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8	5
8	8
4	,
2	5
,	3
8	F
8	R
4	
7	
,	5
8	1
8	4
5	6
7	0
<i>State</i>	8682-8683, 8687, 8694, 8786-8792,
5	8
3	8
	4
	7
<u>F</u>	,
<u>R</u>	8
5	8
1	5
4	7
0	
<i>Trust Fund (see "Fund")</i>	

<u>Water quality criteria</u>	<u>Workplan</u>
TSDF (see "RCRA ARARs -- Storage" and "RCRA ARARs -- Treatment")	-Characteristic waste 8762
USDA (see "Department of Agriculture")	-Hazardous waste 8666, 8668, 8674, 8676-
United States (definition of) 8819	8 6 7
United States Coast Guard (USCG) 8672-8678, 8683, 8686-8687, 8693, 8775, 8802, 8814-8816, 8818-8819, 8824, 8826, 8828-8831, 8833, 8835-8839, 8841, 8859	7 ,
-United States Coast Guard Districts map 8825	8 6 7 9 -
Urgencies of the situation (see "Removal action(s) -- Applicable or relevant and appropriate requirements -- Urgencies of the situation")	8 6 8 0 ,
USCG (see "United States Coast Guard")	8
Variances 8741, 8744, 8761-8762, 8841	6 8
-Treatability variance (see "RCRA ARARs - Land disposal restrictions -- Treatability variance")	8 ,
-National capacity variance (see "State - Assurances -- 20-year capacity")	8 6 9 1
Vessel 8667, 8678, 8788, 8795, 8815-8817, 8819, 8828-8830, 8835, 8837, 8839-8842, 8857	8 6 9 -
-Definition of 8819 , 53 <u>FR</u> 51400	2 ,
Volunteer 8671, 8684, 8687, 8819, 8835	8
-Definition of 8819	7 0
Volume (see "Feasibility study -- Nine criteria (to evaluate alternatives) -- Reduction of toxicity, mobility, or volume through treatment")	3 ,
Waivers (see "Applicable or relevant and appropriate requirements -- Waivers")	8 7 2 0 ,
Wastes (see also "RCRA ARARs")	

8		
7	Investigation-derived waste	8755-8756,
2		5
5		3
,		
		F
8		R
7		
4		5
3		1
,		4
		4
8		2
7	5 Listed waste	8758, 8763
6		
7	7 Mining waste	8763-8764
8	Solid waste	8688-8699, 8714, 8764-8765,
7		8
5		8
8		1
-		1
8		
Water quality criteria (WQC) (see also		
6 Applicable or relevant and appropriate		
7 requirements -- Federal water quality		
8 criteria") 8670, 8695, 8712-8713, 8716,		
8718, 8848		
8		
Wildlife conservation	8683, 8687	
6		
Worker health and safety (see also		
7 "Occupational Safety and Health Act")		
8 8679-8680, 8702, 8707, 8710-8711, 8722,		
8797, 8830-8831, 8835, 8858, 53 FR 51402		
6		
Workplan (see "Project plans -- RI/FS		
8 workplan")		
8		
7		
8		
8		
,		
8		
7		
9		
8		